

Learning Plan Template

For Individuals and their Managers:

As teams shift to remote work there is an opportunity to be intentional about professional development. Find ideas at the [Training from Where You Are](#) webpage and document your learning plan here.

Name	(employee)
Learning Goal	(sample) Project Management
Action Plan	(sample) Take Virtual Project Management webinar and view complete assigned playlist
Time Required	(sample) 16 hours over next 3 weeks
Complete by	(sample) April 21
Follow-up	(sample) Share 15 minutes in each team meeting and teach core content to a colleague (specify) at the end of training.