

TEMPLATE: Learning and Performance Action Plan (Tool 10)

Participant's Name:		Training Professional's Name:		
				Date

PART I

Participant determines an area of desired improvement and develops an objective that is compatible with the learning program and the goals of his/her work unit. That is, the learning program must make some contribution to the participant's ability to achieve the objective.

A. Learning Objective:

B. Action Steps:

Action step:		Expected Result:	
Action step:		Expected Result:	
Action step:		Expected Result:	
Action step:		Expected Result:	
Action step:		Expected Result:	

C. Execute the Plan *Following completion of the training, the participant immediately begins to execute the action steps in Part I and sustains execution for a pre-determined time established by the training professional for data collection purposes.*

PART II *Date Part II Completed:* _____

D. Results *Participant documents results during the subsequent weeks or months. When notified several weeks or months following the training, the results are provided to the training professional for analysis and reporting.*

- 1) Document a success that illustrates how you achieved results that contributed to your work unit's goals.
- 2) Document how your above achievement contributed to improving quality, customer service, work output, or other key performance measures.
- 3) Document other results you would like to share.