

Appendix IV Individual Learning Plan Worksheet

University Libraries
Fiscal year _____

Employee's name _____

Supervisor's name _____

The Individual Learning Plan is a tool to assist an employee and his/her supervisor, to analyze the employee's development needs, and to decide which learning opportunities best meet those needs and goals and match the employee's learning style.

By signing the Individual Learning Plan an employee assumes responsibility for monitoring personal growth and development and participating in formal and informal learning activities. The supervisor assumes responsibility for pointing the employee to the resources that match his/her training needs, job requirements and personal style, for granting the employee an opportunity to participate in learning activities and to apply the acquired skills.

The Individual Learning Plan is NOT part of performance evaluation, but rather an instrument helping ensure an employee's growth, development and job satisfaction.

The shaded portions of the form below are completed at the end of the year and serve as a basis for further planning.

Copies of the Plan should be kept by the employee, his/her supervisor and the Learning Program Coordinator.

Competency area/ desired level	Learning content areas	Special provisions (funding, schedule changes, etc), if applicable	Learning activity completed (dates)	Learning outcomes and evidence of achieving target competency level
(List of competencies or URL for it will be provided)	(URL to resources page will be provided)			