

Work-basedLearning.org

Work-based Learning Plan

Note: Once you have done your learning needs gap analysis, and completed your learner profile exercise, you are ready to formulate a plan on how you will begin closing these gaps. This tool will help you organize your thoughts in this regard.

Use the Writing Good Objectives tool to help you construct learning objectives statements that can be entered below. You will then need to determine, together with key stakeholders in the project, what measures will be used to monitor progress, and what targets for these measures will define success. You will also have to think about how you will evaluate (e.g. tests, observations, supervisor / peer / customer feedback, performance objectives, specific business objectives, etc.) whether the learning intervention deployed has succeeded or not, and to what degree. The follow-up column is where you can record successes and failures in this pursuit, and record any additional actions required.

Skill / Knowledge Area	Objectives (Closing the Gap)	Key Measures	Targets	Learning Intervention	Evaluation Plan	Follow-Up
Skill Gaps Priority 1 Priority 2 etc. Knowledge Gaps Priority 1 Priority 2 etc.						