



Developing a Learning Plan

What: A learning plan is a practical tool that will help identify:

- who will learn
- what they will learn
- when they will learn
- who will facilitate the learning
- how long the learning will take
- how the learning will be measured
- what resources will be needed for the learning
- what learning methods will be used
- how to continue learning for new employees
- what support will be needed for ongoing learning

Why: To ensure successful outcomes of any project that involves changing the way people do their jobs, learning must be built into the overall plan for the project. Learning is too important to leave to chance.

When: Learning plans are best developed at the beginning of the project and should be seen as “living” documents that are modified and updated as the project progresses.

How: There are ten components to developing a learning plan.

- 1) Identify the learners
- 2) Determine when they need to learn
- 3) Determine what they need to learn
- 4) Identify who will facilitate the learning
- 5) Determine how long the learning will take
- 6) Decide how the learning will be measured
- 7) Determine what resources will be needed for the learning
- 8) Determine what learning methods will be used
- 9) Decide how learning will continue for new employees
- 10) Determine how ongoing learning will be supported

1. **Identify the learners**
Who will have learning needs?
2. **Determine what they need to learn**
Specify the learning of each audience identified above. (Note: if assessment tools will be used to determine learning needs, identify them here)
3. **Determine when they need to learn**
Specify the timeframe for learning for each audience
4. **Identify who will facilitate the learning**
5. **Determine how long the learning will take**
Estimate length of learning sessions and the timeframe(s) for completing the learning
6. **Decide how the learning will be measured**
If applicable, indicate what tools and/or methods will be used to measure learning
7. **Determine what resources will be needed for the learning**
List all resources required (i.e. space, equipment, materials, etc.)
8. **Determine what learning methods will be used**
9. **Decide how learning will continue for new employees**
If applicable, decide how learning will be handled for new employees
10. **Determine how ongoing learning will be supported**
If applicable, determine what ongoing support will be required and how staff will access support

Learning Plan

<i>Audience (#1)</i>	<i>What and/or Assessment (#2)</i>	<i>Timeframe (#3, #5)</i>	<i>Resources (#4, #7)</i>	<i>Measure (#6)</i>	<i>Method(s) (#8)</i>