



STAFF DEVELOPMENT AT WESTERN: Your Learning Plan

Use this document to help you plan your development. Use a variety of ways to deepen your knowledge and skill including learning from experiences, learning from others, and formal learning through courses, workshops or other events. Share your learning plan with your leader and peers and seek their assistance.

Name:

Date:

Your Development Goal

What is one area you wish to develop? What specifically do you want to improve? (E.g., "I want to increase/improve/strengthen my...")

Questions to Consider

- Are there any professional or technical skills you wish to build?
- Are there future roles you would like to prepare yourself for?

Your Vision

What does success look like? How will you know when you have achieved your goal? (E.g., I will know/be able to...")

Strategies - What will assist you in achieving your goal?

Experiences: On the Job

Special projects, committees, teams, activities, assignments

Social: Other People

Seek a coach or mentor, observe others, ask for advice from leaders/peers

Formal: Courses

Staff Development events, credit and non-credit courses, reading, online resources, self-directed learning

Resources and Supports

What resources do you think you require? (E.g. educational assistance, leader support, etc.)

Timing

What is your timetable to achieve your goal? Can you identify any milestones? (E.g., goal achievement date, halfway point, etc.)

Next Steps

What are your next steps to move forward on this goal? What will you do and when? (E.g., this week, this month, this term, etc.)