

Learning Plan

Annual Piece
of Paper

15 Minute
Interview

Learning Plan

Accountability
Agreement

Performance
Improvement
Plan

Development
Discussion
Checklist

Learning Plan

What is it?

This employee feedback exercise involves a meeting between an employee and supervisor to set learning goals. It should be a two-way conversation. The formal feedback session occurs at least once a year.

What are the benefits?

- It ensures direct contact between employee and supervisor for feedback.
- It helps to set learning goals.
- It helps identify accomplishments.

How does it work?

Planning

The meeting may be initiated by either the supervisor or employee. The employee and supervisor should meet at least once a year and decide together how often to meet each year.

Doing

Be firm about the time. Meet at least once every 12 months.

Follow-up

Set another meeting if further discussion is needed.

Learning Plan

Employee: _____

Job Title: _____ Date: _____

Division: _____ Period Covered: _____

Learning Goals:

Support required to accomplish your goal(s):

Work plan to achieve goal(s):

Progress on goal(s):

Identify accomplishments/achievements from past year:

Supervisor Comments: _____

Employee Comments: _____

Employee meets or exceeds current expectations: Yes No

(If no, complete a Performance Improvement Plan and attach)

These topics have been discussed by:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Provide a copy to the employee and the supervisor. Send original to Human Resources for the personnel file.