Once competency gaps have been identified through a self-assessment, performance appraisal, or other mechanism, the next step is to identify a learning plan to address priority competency gaps. The table on the following page is intended to summarize the responses to the following questions:

* Reflecting the findings from the competency assessment, identify developmental goals (e.g., for the coming year). This might focus on a specific competency statement, one that is domain-wide, or a task that requires integration across domains.
* Consider how these goals relate to the organization’s goals? (e.g., how will the organization benefit from your development goal?)
* What are the knowledge, skills and abilities to be developed?
* What are the best development activities for the goals that you have identified? (see ***Strategies to improve competencies*** for ideas)
* What resources/supports will you need to engage in the development activities (e.g., time, funds, help from others, opportunity, etc.)
* What are the timelines for completing each development goal?

Ideally, the learning plan is discussed with, and agreed to, by your supervisor.

**Individual Learning Plan**

|  |  |
| --- | --- |
| Name: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Developmental goals for the coming year** | **Relationship of goal to the organization’s goals** | **Knowledge, skills, abilities to be developed** | **Developmental activity** | **Resources** | **Date for completion** |
| ***Goal 1*** |  |  |  |  |  |
|  |
| ***Goal 2*** |  |  |  |  |  |
|  |
| ***Goal 3*** |  |  |  |  |  |
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Employee’s signature Date Supervisor's signature Date