Learning Plan Template

Use this template to develop a plan for supporting a new employee’s learning and development goals. An example is shown in the first row to help you get started.

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| Employee:  |

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| **Learning Need** | **Desired Outcome** | **Learning Method(s)** | **Person Responsible for Coordination** | **Timeframe** |
| **Understand the hospital’s mission, vision, and values** | Make decisions that align with mission, vision, & values | 1. Reading through mission & vision statement
2. Discussions with manager
 | 1. Employee
2. Manager
 | 1. 1st week on the job
2. Initial discussion: 1st week on the job Follow-up discussions: Weekly 1:1 meetings
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