



Learning Plan Template

This resource is part of the [State Flex Program Staff Sustainability Guide and Toolkit](#).

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

Employee:

Learning Need	Desired Outcome	Learning Method(s)	Person Responsible for Coordination	Timeframe
Understand the Flex program’s purpose and priorities	Make decisions that align with Flex program mission and goals	<ol style="list-style-type: none"> 1. Reading through information on federal and state Flex websites 2. Discussions with manager 3. Lunch with outgoing Flex coordinator to hear her perspective 	<ol style="list-style-type: none"> 1. Employee 2. Manager 3. Manager 	<ol style="list-style-type: none"> 1. 1st week on the job 2. 1st week on the job 3. 2nd week on the job

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