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| **Learning Plan for:** |  |
| **Prepared by:** |  |
| **Date**: |  |

**Complete this table using SMART goals.**

**S** – Specific: Specify a single measurable result or outcome to be accomplished.

**M** – Measurable: Measurements to gauge results such as quality, quantity, time and effectiveness.

**A** – Attainable: Must be attainable and consider scope, experience, and operational resources available.

**R** – Relevant: Goal must be directly related to role and responsibility of employee.

**T –** Trackable: Goal must be trackable and verifiable.

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| **Goal #1** | | | | | |
| What do I want to learn? | How does this relate to my practice? | How am I going to achieve my learning? | What resources will I require? | When will I achieve my learning? | How will I evaluate and track my learning? |
|  |  |  |  |  |  |
| **Goal #2** | | | | | |
| What do I want to learn? | How does this relate to my practice? | How am I going to achieve my learning? | What resources will I require? | When will I achieve my learning? | How will I evaluate and track my learning? |
|  |  |  |  |  |  |
| **Goal #3** | | | | | |
| What do I want to learn? | How does this relate to my practice? | How am I going to achieve my learning? | What resources will I require? | When will I achieve my learning? | How will I evaluate and track my learning? |
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