

Professional Learning Plan

7 Key Components

Professional Goals

Set the direction and purpose of the plan, such as skills to be learned, competencies to acquire or milestones to be achieved.



Self-assessment

Employees must reflect on the areas of improvement to then identify those that require development and set realistic goals.

Skill Development

Identify the specific skills or knowledge areas to develop to ensure that learning effort are directed toward acquiring these competencies



Performance goals

Employees must reflect on the areas of improvement to then identify those that require development and set realistic goals.

Expected Outcomes

Measure progress with tangible results to achieve (outcomes) that will help track advancement toward these outcomes.



An action plan

Outline the steps to achieve the set goals, such as attending training sessions, ongoing and consistent support, or seeking mentorship.

Feedback and evaluation

Asses the development of the Professional Learning: review progress, address challenges and refine goals and strategies as needed.

