Learning Plan Worksheet

Course: "How to Design and Deliver Training Programs

Instructions

Use this worksheet to identify your learning goals for the course. You can use the action plan on the second page to develop a plan to achieve your goals.

Learning Topics

- Identify employee training needs

- Develop an employee training program

- Classroom facilitation techniques

Discussion Questions

- How is this course relevant to you?

- How can you apply what you learn back to work?

Learning Objectives

List your objectives for this course. What three things are most important for you to learn?

1.

2.

3.

Action Plan

Use this worksheet to create an action plan for implementing what you've learned.

1. Identify three lessons from the course that are most important to you.

2. For each lesson, create an action plan to implement your new skills.

Take-Away 1

Skill-Building Plan

Complete?	Date Due	Action

Take-Away 2

Skill-Building Plan

Complete?	Date Due	Action

Take-Away 3

Skill-Building Plan

Complete?	Date Due	Action