

**SAMPLE**

**Learning, Knowledge Transfer and Development Plan**

The Learning and Development Plan is an individual plan that identifies an employee's career goals, areas for development and the associated action plans. Completing a Learning and Development Plan will help the employee, to ensure that he/she has the knowledge, skills, leadership competencies and abilities needed to successfully achieve his/her career goals.

**Instructions:** For some employees, the learning and development plan may be a plan to prepare them for another job, for others it may be a plan to develop skills used in their current job. The learning and development plan is very much an individual plan, and is to be used solely for the benefit of the employee. Each employee prepares a plan and meets with their manager to receive guidance or help in meeting the goals.

Name:	_____	<b>Period of Plan</b>
Branch/Division:	_____	From: _____ To: _____
Current Position:	_____	

**Career Goals**

**Short-Term Goals:**

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**Long-Term Goals:**

- Source: Government of New Brunswick - [http://www2.gnb.ca/content/gnb/en/departments/human\\_resources/career\\_development/content/succession\\_planning/guide.html](http://www2.gnb.ca/content/gnb/en/departments/human_resources/career_development/content/succession_planning/guide.html)

**Planning for Your Development Goals**

**Action Plans**

**Development Area:**

Plan	Dates	
	Scheduled	Completed

Essential Knowledge or Skill	Level of Urgency (H, M, L)	Actions Steps that will be taken to retain this critical knowledge/skill and/or minimize the impact of its loss.	Target Date(s) for Completion	Status

Employee Signature: _____ Date: _____
Manager Signature _____ Date: _____

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Director Signature

Date:

**A copy of this plan is kept by all who sign.**

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