

What will a Learning Plan Do?

A Learning Plan will:

- Address competency needs (skill sets) within skill areas and assess progress.
- Drive quality staff learning and productivity.
- Focus on critical priorities – what to change or develop to achieve the best results
- Translate strategies into meaningful, successful objectives.
- Assist state/local agencies to prioritize and plan for staff learning needs so as to minimize cost, increase effectiveness, address skills shortages and sustain best practices.
- Identify the most effective ways in which staff will learn components of the VENA model.
- Identify who needs to learn what and therefore create a time line to schedule learning.
- Identify ways to reinforce learning.
- Encourage input from others and set implementation goals.
- Identify what components staff at every level must learn on a just-in-time basis (learning the job by doing) i.e., ability to synthesize information and evaluate it appropriately – critical thinking skills)
- Identify alternatives to traditional classroom training to accommodate different learning styles.
- Create a road map for successful learning.

Elements of a “Learning Plan” are:

- Training and education component/needs.
- Developmental goals
- Behavioral feedback
- Mentoring and networking recommendations/opportunities
- Recommended job assignments

- Self study modules
- Expected learning outcomes associated with each planned training
- Monitors and evaluation tools to assure successful completion of the learning plan and achievement of expected outcomes.
- Timeline for learning activities
- Listing of resources that are available to support and implement the learning plan, i.e., books, periodicals, journals, websites, videos.

What is and should be included in a Learning Plan?

A Learning Plan is a tool to help, identify, track training and develop curriculum for training staff on learning expectations. The plan will prepare staff to be effective service providers, improve competencies and create competencies where there were deficiencies

Sample format of a Learning Plan

# of Staff Trained in	VENA Learning Components/objectives	Monitoring tool	Learning resource materials
8 15 5	<ul style="list-style-type: none"> • Critical thinking skills • Building Rapport • Health Outcome – based WIC Nutrition Assessment 		<ul style="list-style-type: none"> • State training • Local seminar • Video
8	Patient centered counseling		Goal Setting guide