

Learning Plan Sample

List your top 3 goals. Make sure you establish goals that are S.M.A.R.T. (Specific, Measurable, Achievable, Relevant, and Time-based).

|  |
| --- |
| **Goal 1** – Learn how to plan and lead a team of volunteers in a deadline-specific project.**Skills to develop**: Team Leadership & Project Management |
| **Action Step(s)** | **Target Date(s)** | **Milestone(s)** | **Target Dates(s)** |
| 1. Complete “Putting Together the Team” training on Skillsoft.
2. Shadow supervisor to learn how to manage teams.
 | June 1, 2018August 21, 2018 | 1. Facilitate a team meeting
2. Guide a

student assistant through a deadline- specific project1. Volunteer as committee chair for a campus event.
 | September 18, 2018November 21, 2018February 12, 2019 |

Supervisor Name Date Staff Name Date