

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).

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| **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, 2018  August 21, 2018 | 1. Facilitate a team meeting 2. Guide a   student assistant through a deadline- specific project   1. Volunteer as committee chair for a campus event. | September 18, 2018  November 21, 2018  February 12, 2019 |

Supervisor Name Date Staff Name Date