

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** – **Skills to develop**:  |
| **Action Step(s)** | **Target Date(s)** | **Milestone(s)** | **Target Dates(s)** |
|  |  |  |  |

Supervisor Name Date Staff Name Date