



My Learning Roadmap

Continuous learning is about developing new skills and knowledge while reinforcing what has been previously learned. Activities can include taking a course, observing more experienced colleagues, exploring new and alternative work methods, and practicing the use of a new skill. Continuous learning may play a vital role in personal growth and career advancement.

Use this form in discussions with your supervisor to plan your career growth based on your strengths, skill gaps, interests, and your organization's business objectives.

Objectives

This Learning Roadmap will help you:

- Build a picture of your current knowledge, skills, and abilities
- Examine your professional goals and career plans
- Identify your learning needs
- Develop a plan to cover the gap(s) between your existing strengths and those needed for you to reach your career goals.

Date: _____

Supervisor: _____

Name: _____

Learning Plan: _____

Department: _____

Learning Coach: _____

Where Am I Now? Current Knowledge, Skills & Abilities Inventory

Determining which learning objectives will make the biggest impact for you requires information gathering, reflection, and analysis. This section will help you gather the information needed to examine where you currently are.

Knowledge/Skills/Abilities (capabilities, key strengths, best competencies, special talents):

Supervisor Comments:

Career Goals

Now focus on how you can use your knowledge, skills, and abilities to achieve your goals.

PRESENT GOALS

Think about your performance in your current job and any gaps between your capabilities and the actual job requirements. What knowledge, skills, and abilities do you believe you need to improve?

Based on previous discussions with my supervisor and colleagues, I have been told that I could improve my knowledge, skills, and abilities by:

How would improving those skills and abilities improve your overall performance in the short term?

FUTURE GOALS

To look for gaps between your current capabilities and what you need in the future, talk to your supervisor and others about how the organization’s plans might affect your opportunities. Also map out your most likely or preferred future roles. Talk with others in that role to explore which skills distinguish those who succeed from those who do not. Then answer the following:

Future career goals (or roles) I’m interested in are:

As I envision my future career, the main knowledge, skills, and abilities I need to learn are:

Action Plan

My learning goals are:

To achieve these goals, I will do the following:

Action Step	Complete by	My Success Will be Measured by

Resources needed to help me accomplish these goals:
