

**TEMPLATE: Learning and Performance Action Plan (Tool 10)**

<b>Participant's Name:</b>		<b>Training Professional's Name:</b>		
				<b>Date</b>

**PART I**

*Participant determines an area of desired improvement and develops an objective that is compatible with the learning program and the goals of his/her work unit. That is, the learning program must make some contribution to the participant's ability to achieve the objective.*

**A. Learning Objective:**

**B. Action Steps:**

<b>Action step:</b>		<b>Expected Result:</b>	
<b>Action step:</b>		<b>Expected Result:</b>	
<b>Action step:</b>		<b>Expected Result:</b>	
<b>Action step:</b>		<b>Expected Result:</b>	
<b>Action step:</b>		<b>Expected Result:</b>	

**C. Execute the Plan** *Following completion of the training, the participant immediately begins to execute the action steps in Part I and sustains execution for a pre-determined time established by the training professional for data collection purposes.*

**PART II** *Date Part II Completed:* \_\_\_\_\_

**D. Results** *Participant documents results during the subsequent weeks or months. When notified several weeks or months following the training, the results are provided to the training professional for analysis and reporting.*

- 1) Document a success that illustrates how you achieved results that contributed to your work unit's goals.
- 2) Document how your above achievement contributed to improving quality, customer service, work output, or other key performance measures.
- 3) Document other results you would like to share.