

# Action Plan for Learning and Development

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Based on your SWOT analysis and Performance Appraisal Review, complete the action plan below using SMART objectives:

Please complete in your action plan the following learning and development activities:

1. formal training courses
2. personal research
3. attending conferences and seminars
4. work shadowing
5. receiving coaching and mentoring at work
6. achieving professional recognition

Learning and development activity	Priority (A-F) (A=very important, F=unimportant)	By when?	Tick when completed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			