### Step 4c: Learning and Development Plan - General

There will be a number of different workforce needs that you have identified including the need to focus on the capability of your existing and new staff to undertake the work you need them to do. Use this table to help you document your workforce training needs, to address the performance, competency and skill gaps you have identified

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| --- | --- | --- | --- | --- | --- | --- |
| L+D Requirement | Reason  (Why does the organisation need the training?) | Who | Timescale | Method | Provider | Cost |
|  |  |  |  |  |  |  |
| *Example: Health and safety training* | *Legislative requirement* | *All staff* | *Next month* | *On-job training* | *Workplace training via Skills Active* | *$200 + GST pp* |
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### Step 4c: Learning and Development Plan –Individuals

Use this table to help you identify and document individual learning and development needs of staff:

Tip: Document the skills you need in the short-to-medium term to excel at your current role and in the medium-to-long term to drive your career growth. Try to list these in order of importance for you and keep it to under 10 skills. When looking at what skills to put down, consider your job role and business goals as well as your career growth aspirations and what you will need to be able to meet these goals.

We engage in learning in many different ways. One common model for looking at learning and development splits your learning and development activities between a combination of learning from doing (70%), formal learning (10%) and learning from others (20%). This model supports a simple and equitable development framework that makes you the architect for your own career.

**Learning by doing (70%)** includes things like: challenging job opportunities, experience, project work

**Learning from others (20%)** includes things like: mentoring, coaching, identifying role models, networking

**Formal learning (10%)** includes things like:workshops and seminars, qualification and training, continuing professional development

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| --- | --- | --- | --- | --- | --- | --- |
| Skills | For my Job? | For my Career growth? | Confidence in my skill (L-M-H) | What does great look like | Learning Plan | Learning Type (70/20/10) |
| *Leadership (example)* | *Y* | *Y* | *M* | *I am recognised and respected me as a good leader by people around mer. This includes my manager, peers and people within the industry I work.* | * *Get appointed to a leadership role on a virtual project team this year* * *Identify and engage a mentor to support me in my leadership project* * *Undertake a foundational leadership course through online provider* | * *Learning by doing (experience)* * *Learning from others (mentoring)* * *Formal learning (external CPD)* |
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