UNIVERSITY OF THE PACIFIC

Self Directed Learning & Development Plan

The following worksheet can help you to track your ongoing learning and development endeavors. To use, fill in your list of competencies (column 2) and the time frame you will target to address each competency (column 1). Next, list the learning and development activity you plan to attend to address your competency development (column 3). This can be any training course, workshop, professional conference, learning activity like reading etc. Next, list the resources you need (time, budget, support) to be able to address your development endeavor (column 4) Then, list the start date of the development endeavor (column 5), and the location where it will take place (column 6). When you have completed the course/development endeavor fill in the number of hours completed (column 7) and the date it was completed (column 8). Next, list the date and time you will review your learning & development activity results with your supervisor (line 9).

Staff Member:							
Hire date:	Last performance review:	Department:			Division:		
1. Targeted month/semester	2. Targeted skills & competencies	3. Development activity/event	4. Resources needed	5. Start date	6. Location (local site/offsite)	7. Total hours	8.Completed
9. Review results with supervisor:	Meeting date:	Signed:					