

Learning Plan Checklist

This checklist provides the applicant with a list of crucial tasks to develop a successful learning plan.

Overall Learning Goal

The learning goal is focused on the learning needs of the applicant rather than on a project goal.

The learning goal is consistent with the abstract, selected stream, the need or gap described and is linked to short and long-term outcomes.

SMART Learning Objectives

Identify between 3-5 SMART learning objectives. SMART objectives are specific, measurable, attainable, realistic and timely.

Learning objectives identify and describe the specific *skills* or *knowledge* to be gained in order to meet the overall learning goal.

The objectives are NOT activities.

Activities

The activities that the applicant will use to meet each objective are clearly identified and described.

Each activity is linked to an outcome that demonstrates the achievement of the learning objective.

A variety of activities are identified including some external opportunities (e.g. attendance at events or workshops, visits to other sites, consultation and engagement with external individuals, groups or networks).

Contributors & Communication Strategies

The mentor (or others) involved in the learning activities is clearly identified.

Communication strategies to be used with the mentor/mentoring team, manager and others is clearly outlined.

Timeline

All target dates ensure an appropriate amount of time is given for completion.

Start and end dates are identified for all activities.

Evaluation Criteria for Success

Evaluation criteria are clear and concise, concrete and measurable, and linked to the achievement of each learning objective.

Evaluation criteria for each outcome indicates how the deliverable will be evaluated (i.e. written feedback, survey, tools, etc).

Specific individual(s) have been identified to evaluate each learning objective.