



Pan-Canadian Health Promoter Competencies' Toolkit: Individual Learning Plan

Once competency gaps have been identified through a self-assessment, performance appraisal, or other mechanism, the next step is to identify a learning plan to address priority competency gaps. The table on the following page is intended to summarize the responses to the following questions:

- Reflecting the findings from the competency assessment, identify developmental goals (e.g., for the coming year). This might focus on a specific competency statement, one that is domain-wide, or a task that requires integration across domains.
- Consider how these goals relate to the organization's goals? (e.g., how will the organization benefit from your development goal?)
- What are the knowledge, skills and abilities to be developed?
- What are the best development activities for the goals that you have identified? (see ***Strategies to improve competencies*** for ideas)
- What resources/supports will you need to engage in the development activities (e.g., time, funds, help from others, opportunity, etc.)
- What are the timelines for completing each development goal?

Ideally, the learning plan is discussed with, and agreed to, by your supervisor.

Individual Learning Plan

Name:	
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Developmental goals for the coming year	Relationship of goal to the organization's goals	Knowledge, skills, abilities to be developed	Developmental activity	Resources	Date for completion
<i>Goal 1</i>					
<i>Goal 2</i>					
<i>Goal 3</i>					

Employee's signature Date

Supervisor's signature Date