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| **ACTION PLAN FOR LINKING LEARNING TO PERFORMANCE** | | | |
| **Improvement area** |  | | |
| **Skills gap** |  | | |
| **Learners:** | | **Study visit:** | **Date:** |
| **Our support team:** | Supervisor(s):  Co-Workers: | | |
| **Instruction:**  In the 1st column list the actions to take in applying what you have learned.  In the 2nd column, indicate how you will measure your successes.  The more specific your objectives and measure, the more likely you are to fulfil them. | | | |
| **As a result of what we learned from this training, we are going to…** | | **We will know we are succeeding with this objective when…** | |
| **Next week** | |  | |
| **Within one month** | |  | |
| **Within three months** | |  | |
| **Commitment of support team:**  I support the action plan described above and will complete the actions assigned to me. If I am unable to complete an activity, I will help make arrangements to modify the plan accordingly, | | Signatures of learners:  Date:  Signature of supervisor(s):  Signature of Co-worker(s): | |

**90-DAY FOLLOW-UP: after ninety days, assess your progress with your Supervisor(s)**

1. **How well did you accomplish your objectives?**
2. **What in your work environment supported you in achieving your objectives?**
3. **What in your working environment blocked you from achieving your objectives?**
4. **What ongoing objectives(s) will you now strive to achieve?**

**Notes on how to use copies of your Action Plan for linking learning to performance:**

Original: 1 copy for you to check your own process and 1 copy for the Inform team.

Set a 90-day progress reminder in your calendar.

If you choose, give a copy to your supervisor, co-workers…