

## Learning Plan Worksheet

### Step 1: Brainstorm/Determine what you want to learn

Knowledge (Facts, Concepts, Theories)— Information about your policy area or interest, the work of your organization	Skill Objectives (Skills you hope to strengthen or acquire)	Attitude and Value Objectives (Deepening and clarifying values and commitments you bring)

Rank each of the objectives you listed above using a priority scale of 1 to 3:

1 = Highest priority: not satisfied unless this objective is met

2 = Important: expect and hope to make some progress

3 = Desirable: it's important but unrealistic, or simply less important than others

**Step 2: Write down your top 4 highest ranking objectives. Be sure that they are as concrete and clear as you can make them.**

- 1.
- 2.
- 3.
- 4.

**Step 3: How will you accomplish your objectives?**

On the Job:	Off the Job:

**Step 4: Reciprocity**

Brainstorm some possible ways that you can contribute to the organization's work in exchange for the opportunity to learn.

**Step 5: Plan for Assessing Progress**

For each of your objectives, how will you know that you have achieved your objective? What evidence will you have of your learning? Journal notes, documents, final deliverables?

- 1.
- 2.
- 3.
- 4.

**Step 6: Discuss your draft learning plan and share with your academic mentor.**