

Utilizing a Learning Framework to Create a **Learning and Development Plan**

This document provides employees and their supervisors support in creating an individual learning and development plan by utilizing a learning framework.

A learning and development plan helps to build capability and serves as a roadmap in the accomplishment of career development goals. An effective employee learning and development plan will help energize the employee, the organization, and build personal engagement.

Learning Framework Application

Why do I need a learning framework to develop a learning and development plan?

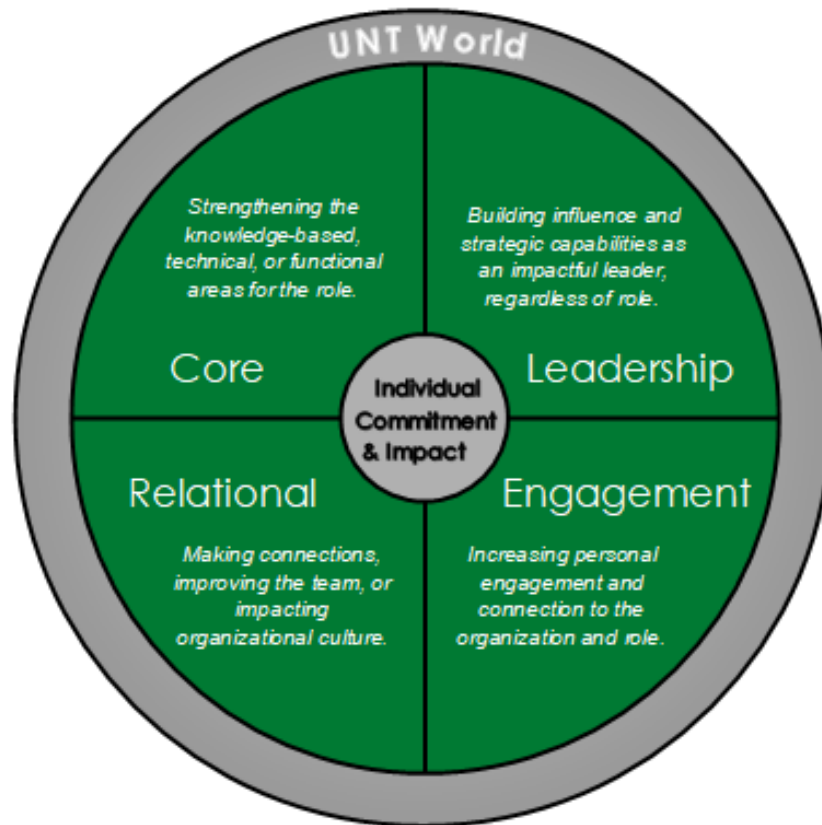
A learning framework is a guide to use when choosing, developing, or sourcing related learning and development. Ask yourself: what skills are required for current and future success within the role? This framework can be applied to any role, within any organization, within our UNT World.

Within our Learning Framework, targeted areas to develop will fall under four headings. These are **Core, Relational, Leadership, and Engagement**. These four areas highlight an individual's direct impact and commitment to the organization.

Core	Relational	Leadership	Engagement
Strengthening the knowledge-based, technical, or functional areas for the role.	Making connections, improving the team, or impacting organizational culture.	Building influence and strategic capabilities as an impactful leader, regardless of role.	Increasing personal engagement and connection to the organization and role.

Based on the application of this framework, resulting plans may include all four areas or may strategically focus on only one or two.

The Learning Framework Model



Creating the Plan

How do I create a learning and development plan?

A learning and development plan will describe what activities are to be undertaken and how, when, and where development will be delivered in order to develop the skills required for current and future success within the role. Effective development plans should consist of a mix of learning options. The plan is an active document and will adjust based on the needs of those involved.

Applying the Learning Framework described above, you will utilize the four headings in order to focus development efforts. Below are the steps to take to create a learning and development plan.

Step 1 Understand where you are today.	Step 2 Envision where you want to be.	Step 3 What path will help you achieve Me 2.0?	Step 4 What is the timeline to achieve Me 2.0?
Me	Me 2.0	Learning and Development Activities	Timeline
Core	Core		
Relational	Relational		
Leadership	Leadership		
Engagement	Engagement		

What are basic considerations I should keep in mind?

To ensure the plan will meet its goals in a realistic and efficient fashion, consider the following:

1. How will you know if the plan is on track or needs to be changed?
2. How will feedback be provided?
3. What are the best learning activities (methods) to achieve Me 2.0?
Examples could include books, mentorships, journal articles, training, certifications, conferences, leadership programs, or Linked In Learning.
4. What are the special considerations, circumstances, or resources needed?
5. Are there any costs involved?

What are the employee's and supervisor's responsibilities in developing and implementing this plan?

As the plan is developed, roles and responsibilities need to be visited and refined.

Employee responsibilities include, but are not limited to:

1. Identifying learning and development needs.
2. Undertaking all learning and development contained within the plan.

Supervisor responsibilities include, but are not limited to:

1. Identifying the employee's learning and development needs.
2. Providing on-the-job skill development opportunities.
3. Supporting the employee's achievement.
4. Regularly updating the employee on progress.

How do we discuss professional growth?

Growth and development will be monitored via on-going conversations between the employee and the supervisor. Discussion points could include:

1. Is the employee now able to successfully apply knowledge from their learning?
2. Does the employee have the ability to share with others what they have learned?
3. What are the realized benefits for the department?

What if I need additional assistance?

If you need additional assistance on how to utilize the learning framework model or in the overall development of your plan, contact Organizational Development and Engagement, System Human Resources at ODE@untsystem.edu or toll free at 855-878-7650, option # 6.

The following is an example of a learning and development plan for an Academic Advisor created by utilizing the learning framework. Based on the discussion between Jane and their supervisor, they agreed that Jane should focus on the Core and Relational aspects of their role for this plan period. This decision was based on the fact that Jane's team is expanding its departmental services and scope. The team will need to adjust in order to meet the various needs of their increasingly diverse population of students.

Name: Jane Doe Title: Academic Advisor
Range of Plan: January 1, 2020 – December 31, 2020

Step 1 Understand where you are today.	Step 2 Envision where you want to be.	Step 3 What path will help you achieve Me 2.0?	Step 4 What is the timeline to achieve Me 2.0?
Me	Me 2.0	Learning and Development Activities	Timeline
Core - Presentation Skills Currently "team present" with others.	Core - Presentation Skills Able to successfully develop/present a new student presentation independently.	<ul style="list-style-type: none"> Shadow other Advisors during their presentations this semester. Attend Presentation Skills session offered by our EAP group. 	May 2020
Core - University Policies and Procedures Don't know our added service procedures.	Core - University Policies and Procedures Able to provide guidance, troubleshoot and answer questions related to our new services.	<ul style="list-style-type: none"> Review department procedures packet. Read all advising related policies. 	November 2020
Relational - Diverse Communications Need to continually improve communications with others. Want more positive feedback from students.	Relational - Diverse Communications Better effectiveness in understanding the student's needs. Students reporting back they are satisfied more often!	<ul style="list-style-type: none"> Linked In session on multi-cultural communications. Consult with a member of the on-site Diversity and Inclusion team for best practices. 	February 2020
Leadership	N/A for this plan cycle	N/A for this plan cycle	N/A for this plan cycle