PERSONAL LEARNING & DEVELOPMENT PLAN

Building New Skills Step by Step

Mentee Name:

_____

Date:

_____

Skill I Want to Develop

Why is this skill important for me?

My Learning Goal

What would I like to be able to do within the next 3 months?

Current Level

How would I describe my current level?

▫ Beginner	▫ Basic
▫ Intermediate	▫ Advanced

Learning Activities

What activities can help me improve this skill?

▫ Online Course	▫ Mentoring Session	▫ Reading
▫ Practice Activities	▫ Volunteering	▫ Networking

▫ Other:

_____

My Learning Plan

Activity	Deadline

Resources I Need

What support, tools, or resources would help me learn?

Success Indicators

How will I know I have improved?

Reflection

What motivates me to continue learning?

Commitment

The first action I will take this week is:

Target Date: