

## INDIVIDUAL LEARNING PLAN

For use of this form, see memo, South Central CPOC, 1 Apr 99, subj: FY 2000 South Central Automated Training Needs Assessment (ATNA)

See page 2 for instructions.

NAME: \_\_\_\_\_

POSITION TITLE, SERIES, GRADE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

SKILLS/KNOWLEDGE NEEDED IN CURRENT JOB	PERFORMANCE/KNOWLEDGE LEVEL		
	NEEDS		
	HAS	REFRESHER	TRAINING

DEVELOPMENTAL GOALS AND OBJECTIVES	12 MONTHS	1-3 YEARS

TRAINING NEEDS					
COURSE TITLE/HOURS	PRI	TYPE	COURSE SOURCE	TUITION	TVL/PD

**DEVELOPMENTAL NEEDS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION:** I certify that I will support the training and development outlined on this plan.

**SIGNATURES:**

\_\_\_\_\_

SUPERVISOR	DATE	APPROVING OFFICIAL	DATE	EMPLOYEE <i>(Sign last)</i>	DATE
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## INSTRUCTIONS FOR USING THE INDIVIDUAL LEARNING PLAN (ILP)

Learning is a life-long process. The ILP springs from this concept and is intended for use by employees and supervisors working together to assess an employee's training and development needs. While the plan does not guarantee availability of training funds, it helps employees, supervisors, and managers focus on valid learning needs and is an excellent feeder document for training surveys and budget planning.

1. The plan calls for:

- a. A competency evaluation of SKAPS (skills, knowledges, abilities, and personal characteristics) required to be successful/effective in the current job;
- b. Consideration of developmental goals and objectives; and
- c. Listing of training needs to support the above.

2. Steps for completion of the ILP include:

a. List the SKAPS needed for the employee's current job. Then the supervisor and employee together assess the employee's competency in each area and place an "X" in the appropriate column to show employee's performance/knowledge level. "Has" means employee has mastered the area, "refresher" implies a "brush-up" situation to strengthen/renew the SKAP, and "training" indicates a more involved training/development situation.

b. Consider the employee's development goals and objectives to include the current work situation, future jobs, and continued formal education. Then enter appropriate remarks.

c. List specific mission-related/required courses in the training needs section. Then enter code for:

(1) Priority of need.

(a) I - Must have for acceptable performance, essential for mission accomplishment, mandated by higher authority, or is an ACTEDS leader development core course.

(b) II - Needed for effective performance and to improve the quality of mission accomplishment.

(c) III - Recommended for all individuals to improve or enhance knowledge, skills, and abilities needed on the job.

(2) Type of need.

(a) ORG (Organizational) - determined/prescribed by law, regulation, policy, MACOM/installation unique missions.

(b) OCC (Occupational) - determined/prescribed by career programs and career fields.

(c) IND (Individual) - identified by employees, supervisors, and managers and includes training needed to effectively perform assigned/planned duties.

(3) "Course source" means school's name (ALMC, ACCHRM, UAH, U of KY, etc.).

d. Describe developmental situations (special projects, cross training, OJT, coaching/mentoring, professional association membership, reading program, self-study, etc.) in the development needs section.

e. Signatures in the certification section show commitment to the plan by all players.