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Learning and Development Plan for Delivery in SMEs - Stage 3:

Introduction

The purpose of this stage of the learning package is to: identify specific informal learning activities that you currently do within the workplace; to outline any additional resources you need to fulfil those learning activities; to make clear the benefits of the informal learning.

This section is to be completed with an employee learning promoter who has received training on this package and will be able to answer any questions you may have.

This stage of the learning package should take place approximately 2 weeks after the completion of stage 1 'Review of Current Learning Activities'. This allows time for results of stage 1 to be studied by the employee learning promoter and to reflect on how existing learning activities can be integrated into the future informal learning activities.

Completion of the Learning and Development Plan should take about 60 minutes.

Name of employee:

Name of organisation:

Date:

Informal Learning Activity	Organisational Resources Required to Meet Outcome for Employee	Benefits of the Informal Learning	Target Date for Outcome	Comments of Employee or Manager
Example 1: <i>Meeting with more experienced staff</i>	A space in which the ideas and experience of more experienced staff can be disseminated to younger or more inexperienced staff	A low cost opportunity for employees to improve their skills by learning from those who are more experienced.	December 2012	Managers could consider ways in which existing space within the working environment could be changed to create a space for the informal transfer of learning and experience between employees.
Example 2: <i>Accessing professional journals and books</i>	Ensuring that the employer provides books and other literature that promotes workplace learning	A simple way in which providing employees with a space to learn and written resources then employees may learn new techniques and approaches.	August 2013	Buying professional trade magazines and other relevant literature for dissemination in the workplace would be a low-cost opportunity to develop skills.

Employee signature:

Date:

Manager signature:

Date:

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