**Learning & Development (L&D) Plan Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** |  | **Department:** |  |
| **Employee Name:** |  | **Designation:** |  |
| **Employee ID:** |  | **Supervisor/Manager:** |  |
| **Plan Period:** |  | **Date Period:** |  |

**Section 1: Development Goals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal No.** | **Development Objective** | **Alignment with Organizational Goals** | **Priority (High/Med/Low)** |
| 1 | Improve leadership communication skills | Supports team productivity | High |
| 2 | Learn advanced Excel data analysis | Improves reporting efficiency | Medium |
| 3 | Gain project management certification | Enhances project delivery | High |

**Section 2: Competency Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency Area** | **Current Level (1–5)** | **Target Level (1–5)** | **Development Method** |
| Communication Skills | 3 | 5 | Coaching / Workshop |
| Technical Skills | 2 | 4 | Online Course |
| Leadership | 3 | 5 | Mentorship Program |

*(1 = Needs Improvement, 5 = Excellent)*

**Section 3: Learning Activities**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity Type** | **Description / Title** | **Provider / Trainer** | **Duration** | **Planned Date** | **Completion Date** | **Status** |
| Workshop | Leadership Communication | HR Training Dept. | 2 Days | 10-Mar-2025 | 12-Mar-2025 | Completed |
| Online Course | Advanced Excel Skills | Coursera | 4 Weeks | 15-Apr-2025 | 15-May-2025 | Ongoing |
| Certification | PMP Certification | PMI Institute | 6 Months | 01-Jun-2025 | 30-Nov-2025 | Planned |

**Section 4: Budget Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Estimated Cost (PKR)** | **Actual Cost (PKR)** | **Remarks** |
| Workshop Fee | 25,000 |  |  |
| Online Course | 15,000 |  |  |
| Certification | 120,000 |  |  |
| **Total** |  |  |  |

**Section 5: Evaluation and Follow-up**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Criteria** | **Method** | **Target Date** | **Outcome / Comments** |
| Knowledge Gained | Post-training assessment | 05-Dec-2025 | 85% score |
| Skill Application | Supervisor feedback | 15-Dec-2025 | Improved reporting accuracy |
| Behavioral Change | Observation / 360 Feedback | 30-Dec-2025 | Positive team collaboration noted |

**Section 6: Approvals**

| **Name** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Employee |  |  |  |
| Supervisor / Manager |  |  |  |
| HR / L&D Officer |  |  |  |