

Guidelines and Instructions

A Professional Learning & Development Plan can be utilized to provide an employee with career growth in the following areas:

1. **Acquisition of New Skills** — This type of plan is developed when an employee is required to learn new skills that are substantive and essential to his or her current position. Successful completion of this type of plan may result in an In-Range Progression.
2. **Training Reassignment** — This type of plan is usually developed to significantly expand the knowledge and skills of the employee, and seek to enable him or her to meet the minimum qualifications of a higher classification in order to provide career advancement. Successful completion of this type of plan may result in an In-Class Progression or a Reclassification.

Length of Professional Learning & Development Plan

Supervisors must consult with Staff Human Resources to determine the length and assessment periods of the plan. The length of the plan will be based on the plan type and the minimum qualifications necessary to move to a higher classification. The three most common plan options will include:

Plan Duration	Assessment Periods by Month
Eighteen months	4 th , 8 th , 12 th
Twelve months	4 th , 8 th
Six Months	3 rd

Primary Goals

This section should address the overall results or capabilities the employee hopes to attain by implementing the training plan. A minimum of three (3) primary goals are required. These goals should be directly related to the duties and responsibilities outlined in the position description and must be evaluated for success at periodic intervals throughout the duration of the plan. Once the duration of the plan has been identified, a target completion date and corresponding assessment period should be assigned to each of the primary goals. Each goal should be **Specific, Measurable, Aceptable, Realistic, and Time Frame or “SMART.”**

Example:

An employee is given a one-year training reassignment beginning January 1, 2009 with a target completion date of January 1, 2010 with the following goals:

1. Design and produce in-house user guide for an existing on-line process by May 1, 2009.
2. Successfully acquire knowledge to be a Subject Matter Expert for an on-line Enterprise Learning System by September 1, 2009.
3. Successfully create a new on-line training utilizing current technologies by January 1, 2009.

Learning Methods/Activities

Identify what tasks the employee must accomplish in order to successfully complete the primary goals.

Example:

1. Successfully complete the following Adobe classes: PageMaker Level II, PageMaker Level III, Captivate, and Illustrator Level II.
2. Choose an existing on-line process and learn how it functions from both the end user and central user perspectives, in order to create a step-by-step user guide utilizing appropriate publishing software.
3. Learn about the technical and functional capabilities of BlackBoard from a staff member who is involved in supporting the system at CSULB.
4. Research and identify two other on-line Enterprise Learning Systems and compare and contrast the system features.
5. Work with the appropriate manager to design an on-line training class using Adobe Captivate.

Evidence of Learning Criteria/Evaluation

Evidence produced by the learning methods and activities. Results should be concrete, something that can be seen, heard, read, etc. This provides the supervisor with the ability to assess the quality of the evidence and determine whether the learning goal/objective was successfully achieved.

Example:

1. Did the employee complete the following Adobe classes: PageMaker Level II, PageMaker Level III, Captivate, and Illustrator Level II? Was the employee able to utilize the software after the classes were taken? If so, how?
2. Was an in-house user guide produced? If so, for what process? Does it help the end user successfully navigate through the process?
3. Was the employee able to apply what was learned in the classes? Explain?
4. Did the employee meet with a CSULB representative to learn about BlackBoard?
5. What other two on-line Enterprise Learning Systems did the employee learn about? Can the employee explain the features of each system?
6. Was an on-line training program created and published on the web? If so, for what class?
7. Did the employee complete each goal by the target completion date?