

Learning Activity Worksheet

LEARNING ACTIVITY/DATE: _____ EMPLOYEE NAME _____

Suggestions for use: 1) Prior to each learning activity, clarify the purpose for participation; 2) During each learning activity, list in the 1st column those ideas and actions you would like to implement; 3) After each learning activity, complete 2nd and 3rd columns to establish action plan; 4) Periodically review and record progress. This tool is most effective as a learning preparation and retention tool when developed and reviewed collaboratively by employee and supervisor.

PART A: COMPLETE PRIOR TO LEARNING ACTIVITY

What are my learning goals for this activity?

PART B: COMPLETE DURING AND AFTER LEARNING ACTIVITY

<i>What will I do that I haven't done before, or What will I do differently as a result of what I have learned?</i>			
What and Why	How	When	Progress/Results

(continued on back)

