

## LEARNING PLAN EXAMPLE #2

### Learning Plan 2

20 20 / 20 21 Worksheet

#### Section A: Learning Goal

Standard # 6 Competence

This Learning Plan relates to:      Indicator # a

(Refer to Part 2 – Self-Assessment)

Learning objective/goal for this indicator (What do **you** want to learn?):

*My objective is to learn about various project management (PM) programs so I can determine what tools and resources may be available for use with projects of varying size and significance. This will enhance my competence in my role.*

Why is this learning objective important to your professional practice?

*In my role, I manage many projects at the same time; some small, others large and each requiring varying degrees of attention. Using the same PM documents for all projects is not always necessary and may be contributing to over or under management. Improving my knowledge of what tools & resources are available and when to use them will improve my ability to efficiently and effectively manage multiple projects at once.*

I anticipate the benefit to my practice will be:

- |   |   |
|---|---|
| <input type="checkbox"/> Developed program/process/product          | <input type="checkbox"/> Improved work environment            |
| <input checked="" type="checkbox"/> Enhanced accountability         | <input type="checkbox"/> Increased confidence                 |
| <input type="checkbox"/> Enhanced critical thinking/decision making | <input type="checkbox"/> Increased knowledge/skill/competence |
| <input type="checkbox"/> Improved communication skills              |   |

#### Section B: Learning Activities

The following learning activities were completed to achieve my learning goals (use a separate sheet to track more).

Date Completed	Description of Activity	Do I have Verification? Location?
April 2020	<i>Researched various project management certificate programs available within Calgary and on-line and created chart outlining length of program, syllabus, learning activities, cost and certification received.</i>	<i>Chart in Cont Ed File</i>
May 2020	<i>Met with colleague who recently completed a PM course at Mount Royal University to inquire about their experience and determine how it would benefit my performance in this role.</i>	<i>Notes in Cont Ed File</i>
July 2020	<i>Searched for PM tools available through AHS</i>	<i>Notes in Cont Ed File</i>

**This EXAMPLE** shows how to complete the Learning Plan; please modify for your own experiences.

## LEARNING PLAN EXAMPLE #2

### Section C: Reflection on learning and competence enhancement

Following the completion of your learning, please reflect on how your practice and competence *has been* enhanced through completion of this learning plan.

(All three sections in this worksheet will be compiled into one reflection of 1,000 characters or less, entered online during Registration Renewal under your CCP learning plan Reflection).

Tip: Answer the questions: What was my learning goal? What activities did I complete? What did I learn? And how has my practice been enhanced (or how am I more competent) as a result of applying it in practice?

*My objective was to enhance my competence by learning about various project management (PM) programs so I could determine what tools and resources may be available for use with projects of varying size and significance. The key activities that supported my learning were a review of Project Management certificate programs available through local colleges & universities within Calgary. I met with a colleague who recently completed their PM certificate to better understand their coursework and review the tools they used and I searched our AHS internal website to see what common PM tools/templates are available for me to use. These activities have served to increase my knowledge, skills and competence re: PM certificate programs and, more specifically, tools and templates that I can use to help manage projects. I feel more confident about the programs that best suit my needs and plan to explore these further. In the meantime, I have also discovered 3 new PM tools that I have been able to use with existing projects and will continue to use in the future to better manage the multiple projects assigned to this role.*

**This EXAMPLE** shows how to complete the Learning Plan; please modify for your own experiences.