

## Personal Learning Plan

Use *this form* to guide your application of the ideas presented in the companion issue of *Leadership Tracks*. This page will give some guidelines and instructions for the planning form.

Use the *next page* as an example of how to use the form and fill in the information.

Use the *final page* as your own blank form to guide your thinking and planning. Feel free to make photocopies for your own use and for your team to use.

### Learning Type

Make a note in this column that identifies the type of learning experience that you are listing. Use the five categories from the *Leadership Tracks* issue...

Answer the question: **What kind of helpful learning experiences can I find?**

- 1—A particular **Place**, location, or team where you are seeking an opportunity to learn and grow...
- 2—A particular **Person** you are wanting to work with or work for, as a positive model for your learning...  
This could also be a mentor or advisor who can give you help, advice, wisdom, and insight...
- 3—A tough **Assignment** that will stretch you, and give you an opportunity to shine...
- 4—A **Team** or **Task Force** that will put you in good company and give you greater exposure...
- 5—A formal, organized **Training** opportunity offered by your organization...

### Learning Experience

Identify the experience in this column. Use a brief title, label or descriptor.

Answer the question: **What particular experience of this kind can I access?**

### Learning Need

In this column, list the needs that you have for learning, that this particular experience will address (or the needs you are *hoping* it will address!) Use the *Leadership 4D* model from the previous issue of *The Personal Trainer* to help guide your thinking here. The categories in the *Leadership 4D* model will help you think more specifically about your own needs for development, and the kinds of help you are looking for in particular learning experiences.

Answer the question: **Where and how will this address my need to grow and develop as a leader?**

### Start Anywhere

Think of this form as a guide, not a procedure. Start anywhere in your thinking, and work the form from there. For example, you may be presented at work with a special opportunity (e.g. represent your department in a division-wide task force). Write it down on the form (middle column); identify it as a "Team" or "Task Force" experience (left column); and then start thinking about how it might meet your needs for growth and development (right column). If you can't see how it's going to help you in a specific way (or even a *general* way), then maybe it's something you need to turn down, until a better opportunity becomes available.

**The Personal Trainer** is a resource produced by Dr. Jim Dyke, the Founder and Director of **Corporate Leadership Initiatives, Inc.**—an organization dedicated to equipping men and women with skills and principles pertinent to the role and life of a transformational leader of the 21st century. This is a specially-designed tool for personal reflection and discussion that will help you and your team apply the principles and ideas presented in the matching edition of the **Leadership Tracks** newsletter. You can log on to [www.CLlonline.com](http://www.CLlonline.com) and discover more ways **Corporate Leadership Initiatives, Inc.** can help you *and everyone else* in your organization..  
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Learning Type	Learning Experience	Learning Needs
4 - TASK FORCE or TEAM	IT Merger and Standardization Task Force	<p>KNOW - the ORGANIZATION - Build relationships with key players in the major divisions.</p> <p>RELATE - Interact with peers across departments.</p> <p>DO - Contribute to critical path / company merger.</p>
1 - PLACE 2 - PERSON	Take position with SW Division Report to Bob Lowry as member of his team	<p>DO - Critical Path contribution (SW Division is key part of company's bottom-line production).</p> <p>DO - Leadership Competencies - Lowry is known in the company as an excellent leader and manager.</p>
3 - ASSIGNMENT	Regional Annual Golf Tournament Represent the division on the planning team as head of awards program.	RELATE - Experience great team leadership from the chair of the planning committee; try out team leadership skills in my own assignment as awards program chair; gain visibility with V.P. over the SW Division and Executive VP over the REGION.
2 - PERSON	Hal Benton as my mentor	<p>BE - Work on my control issues, and my tendency to micro-manage! Hal is known as a great team leader and an awesome delegator.</p> <p>DO - Leadership Competencies - Develop better delegation skills; learn to give my team members space to "fly."</p>
5 - TRAINING	Gallup Skills Assessment and Training Company program - no cost, just make time for the 2-day session on my calendar.	KNOW - Myself; learn my strengths and where to focus my efforts at work for greatest impact.

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