

B - Learning and Development Plan

Employee:	
Job Title:	Date:
Division:	Period Covered:

Health PEI's Vision
One Island health system supporting improved health for Islanders.

Values
CARING
We treat everyone with compassion, respect, fairness, and dignity.

INTEGRITY
We collaborate in an environment of trust, communicate with openness and honesty, and are accountable through responsible decision-making.

EXCELLENCE
We pursue continuous quality improvement through innovation, integration, and the adoption of evidence-based practices.

Learning and Development Goals (professional/personal development and work skills):

1. _____
2. _____
3. _____

Support required to accomplish your goal(s):

Work plan to achieve goal(s):

Progress on goal(s):

List/identify accomplishments/achievements from last year:

Supervisor's Comments: _____

Employee's Comments: _____

These topics have been discussed by:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Provide a copy to employee, a copy to the supervisor, and send original to Human Resources for personnel file.

Learning and Development Plan

Health PEI

What is it?

A meeting between an employee and supervisor to talk one-on-one about setting learning goals. It should be a two-way conversation. The formal feedback session occurs at a minimum of once a year.

What are the benefits of using it?

- √ It makes sure that I have direct contact with my supervisor on feedback.
- √ It helps me set learning goals.
- √ It helps me identify accomplishments.

How does it work?

Planning

Structure the time you will spend with your supervisor to meet at least once a year. It can be initiated by either the supervisor or employee. As for how many times a year you meet, you should decide together with your supervisor.

Doing

Be firm about the time – generally at a minimum of at least once every 12 months.

Following-up

Set another meeting if further discussion is needed.