

Learning Plan Template

This resource is part of the [State Flex Program Staff Sustainability Guide and Toolkit](#).

Use this template to develop a plan for supporting new Flex staff's learning and development goals. An example is shown in the first row to help you get started.

Employee:

Learning Need	Desired Outcome	Learning Method(s)	Person Responsible for Coordination	Timeframe
Understand the Flex program's purpose and priorities	Make decisions that align with Flex program mission and goals	<ol style="list-style-type: none"> 1. Reading through information on federal and state Flex websites 2. Discussions with manager 3. Lunch with outgoing Flex coordinator to hear her perspective 	<ol style="list-style-type: none"> 1. Employee 2. Manager 3. Manager 	<ol style="list-style-type: none"> 1. 1st week on the job 2. 1st week on the job 3. 2nd week on the job

This project is/was supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number UBIRH24206, Information Services to Rural Hospital Flexibility Program Grantees, \$1,560,000 (0% financed with nongovernmental sources). This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government.