



Sample Instruments Managers Can Use to Set Learning Plans With Employees

Setting Learning Plans—Option 1

This sample planning tool is based on the Johari Window’s four quadrants (originally used as a model for mapping personality awareness). It is one of a few options included here on which you can model an instrument.

	Known to Self	Unknown to Self
Known to Others	<p><i>Manager and employee collaborate in this region to identify learning goals based on the employee’s strengths and weaknesses known to both of them.</i></p>	<p><i>Manager records learning goal items here based on employee’s strengths and weaknesses known only to the manager.</i></p>
Unknown to Others	<p><i>Employee records learning goal items here based on strengths and weaknesses known only to the employee.</i></p>	<p><i>This space will be left blank prior to training. During the course, the employee adds to this quadrant as these double-blind areas are identified.</i></p>



Setting Learning Plans—Option 2

This sample planning tool can be used to straddle the learning event. The top half would be completed prior to training, and the bottom half would be completed during training. After training, the employee and manager can meet to compare the plan to the course experience and to decide on the employee's implementation approach.

Contributions You Will Make

Record your strengths in relation to this training, and how you will leverage them to contribute during the learning event.

Your Learning Goals

Based on the course description, learning objectives, and your current development needs, record three specific learning goals you will achieve in this class:

- 1.
- 2.
- 3.

Validate Your Instincts

Use this space during the learning event to record validations you receive on your current practices (what you are doing well).

New Discoveries

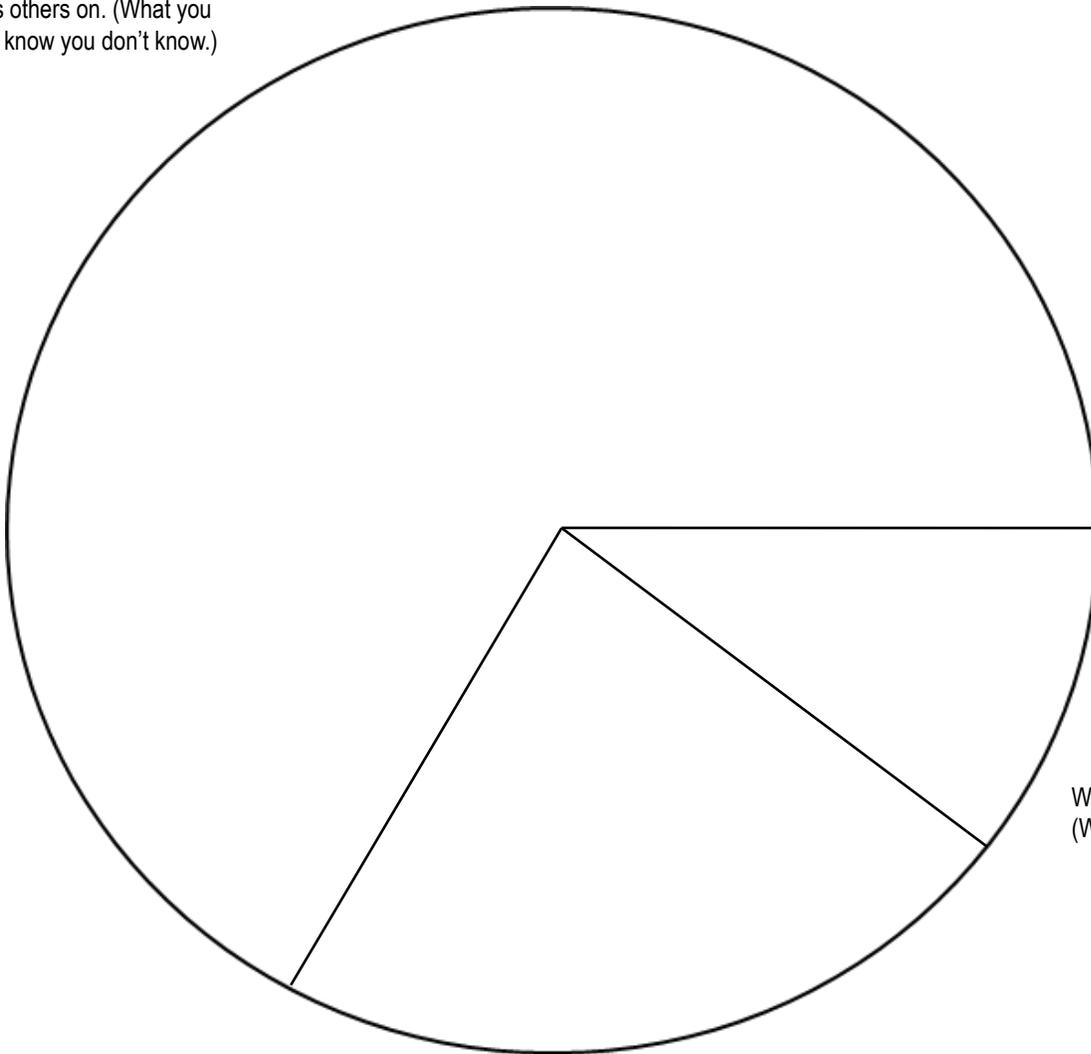
Use this space during the learning event to record what you are learning that will inform your actions going forward.



Setting Learning Plans—Option 3

If this sample tool is selected, you may encourage the manager and employee to create a participation plan in proportion to the sizes of the pieces of the graphic.

What I will bring back and briefs others on. (What you don't know you don't know.)



What I can contribute. (What you know.)

What I will bring back and apply. (What you know you don't know.)