



learning  
nexus

# Learning Plans

# What are Learning Plans

Developing as a professional, no matter which industry you work in is a challenging task. Understanding which of your core skills requires development and knowing where you'd like your career to take you are just some of the issues. There are also negative perceptions to overcome such as the idea that professional development is a top-down process with little control coming from the individuals themselves. Barriers to professional development have to be overcome to ensure your people are motivated and learning.

Fortunately, in Totara Learn not only will users be able to understand exactly what is expected of them by accessing all of their relevant competencies, training and objectives in the same place, but they'll also be able to take control of their own professional development through personalised learning plans.

Learning plans allow your employees to access all of their relevant training, competencies and objectives in the same place. Learning plans are easily adaptable and flexible in the way they are put together.

Through learning plans you're able to ensure teams are both meeting the needs for their current positions and guiding individuals to achieve their aspirational position in the future.

# Putting a Plan Together

## Templates

Learning plans are unique to each individual in your system. As everyone has a slightly different role and a varying set of strengths, weaknesses and career aspirations each individual will have their own learning plan.

Individuals' plans are based on a learning plan template. Each learning plan starts its life as a template, the template allows a site administrator to define what goes into the plan such as courses and competencies as well as defining who will be able to add items to the plan.

## Courses

Courses act as a container for activity modules and can include a range of activities such as text pages, SCORMs and seminars. Any course that has been created in your system can be added to a learning plan.

If competencies are already linked to courses when you add a competency to the learning plan it will add the linked courses.

Once a learning plan is created in a user's profile you can add add courses by clicking the "add courses" button under the "courses" tab.

## Competencies

Competencies are the skills, knowledge and behaviours you measure staff performance against. They are closely related to positions and organisation because it's likely you will assign competencies based on the information. Once a learning plan is created in a user's profile you can add add competencies by clicking the "add competencies" button under the "competencies" tab.

## Objectives

Objectives are the specific targets that you would like to reach which are connected to professions development. Once a learning plan is created in a user's profile you can add add Objectives by clicking the "add Objectives" button under the "Objectives" tab.

# Workflow Settings

Learning plans templates use workflow settings to define who is able to perform different tasks related to setting up a learning plan. There may be times where a manager needs to have complete control over an employee's professional development and training. However, the benefits of allowing an individual to decide what they feel they could focus on as they build their career can't be understated. That's why in Totara Learn you're able to define who is in control of what happens in a learning plan so that it best suits your organisation and the individuals within it.

## Basic Workflow

Basic workflows will give the manager control over which components are added to a learning plan. However, learners will be able to request to have learning items included in their plans. Due date and priority will not display if this option is chosen.

## User driven workflow

User driven workflows allow learners to take control of their professional development. If this workflow is chosen then a learner will have complete control over what goes into their plan. A manager will be able to view the learning plan but they won't be able to change the content of the plan.

## Manager driven workflow

If this workflow is chosen then a manager is the person who defines the content of the learning plan. A learner is able to do things such as request courses or competencies to be added. However, it is ultimately the manager who has the final decision on what goes into the plan.

## Custom workflow

When you choose to create a learning plan template using a custom workflow then you're free to define the conditions to truly suit your organisation. In the advanced workflow settings you're able to define which components are added to a plan and who is in control of defining what goes in the learning plan.

# The Benefits of using Learning Plans

## Gaining Skills

Once a learner starts on their plan they'll undoubtedly question whether they are progressing and developing. One way to measure and keep track of this is through using objective scales. Creating an objective scale and adding it to your learning plan will allow you to measure a learner's progress towards their plan objectives. Your objective scale could include values such as "completed", "in progress" or "not started" to clearly illustrate where a learner is on their development plan objectives.

## Personalised Learning

If you were looking for a way to let learners take control of their professional development then learning plans are for you. Provided the template has been set up to be user driven then learners really can take control of their own development by adding learning items to the areas they feel are most in need of development.

# Setting Up Plans

## User Driven

A simple way of setting up learning plans is to allow users to add their own items. You just need to set up a user driven workflow and then assign the template to users to populate.



## Bulk assigning a template

Creating a user driven learning plan template and then assigning it to the relevant audience is a quick way of allocating the plan to several users.



## Additional Links

Creating a Learning Plan: <https://youtu.be/17B2mxRoJuA>

Advanced workflow settings: <https://youtu.be/KhfK6azrkxk>

Adding Evidence to a Learning Plan: <https://youtu.be/aznjWbE3XLs>

Assigning a Learning Plan to an Audience: <https://youtu.be/44MrXKv4nOA>