

## Learning Contract

Part One: To be completed prior to the training

Name:

Job title:

Date:

Proposed training and development

Title:

Duration:

From:

To:

Cost per person:

Name of provider:

1. Reasons for training (including how you perceive the training will enhance your knowledge, skills and attitudes).

2. Objectives: Provide a precise description of what you will be expected to achieve as a result of training and development. Use SMART objectives.

3. On completion of this training, how do you plan to demonstrate the benefits listed above, and when will this happen?

To be reviewed on:

Yes    No

4. Were the objectives listed at Q2 achieved? (delete as appropriate)

Please explain how or why:

5. Which parts of the training and development contributed most to the achievement of your objectives?

6. List the new actions or tasks you can now perform as a result of the training and development. Confirm these with your manager, and what outcomes you would expect to see in the workplace.

7. How do you believe the organization and/or your work colleagues have benefited?

8. Who else could benefit from this activity?

Signed:

Manager

Employee