**Learning Navigator for LEAD**

[](http://www.123rf.com/photo_22685551_mobile-phone-with-gps-laying-on-map.html)As a LEAD Program participant, part of your journey to career success requires a serious commitment to ongoing learning and self-development. This tool will help you make an assessment of “**where you are**” and “**where you would like to be in the future**,” as well as providing a navigator for your career journey.

**Objectives**

Use this information in your conversations with your supervisor and your coach to discuss your growth and development needs based on your strengths, skill gaps, competency development, career interests, and the organization’s business objectives.

The Learning Navigator will help you:

* Build a comprehensive picture of your current skills, knowledge, and abilities
* Examine your professional goals and career plans
* Identify your learning needs
* Help you focus on the competencies you need to develop the most
* Develop a plan to cover the gap between your existing strengths and those needed to reach your career goals

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| Date: |

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| Name: |

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| Department: |

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| Supervisor: |

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| Coach: |

**Current Knowledge / Skills Inventory**

Determining which learning objectives will make the most difference for you requires information gathering, reflection and analysis. This first section will help you gather the information you need to examine where you currently are. Let’s begin by listing your strengths and experience.

**Skills / Knowledge / Abilities / Competencies** (key strengths, best competencies, talents)

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**Certification / Licenses / Memberships**

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**Formal Education**

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**Career Goals**

In this section, the focus is on how you can use your knowledge and skills to achieve your career goals.

**Present**

Think about your performance in your current role and the gaps between your capabilities and the requirements of your current job.

* I would excel in my current job if I improved:

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* I would fix an ongoing problem if I developed the following skills:

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* Based on my previous performance reviews, feedback and conversations with my supervisor, I have been told more than once that I could improve:

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**Future**

To look for gaps between your current capabilities and what you need in the future, talk to your supervisor, coach, and others about how the organization’s plans could affect   
your opportunities. You can also map out your most likely and preferred future roles. Talk with people in those roles to understand which skills distinguish those who succeed from those who do not. Then fill in the blanks to the following questions.

* In the future, the County will need people who are good at:

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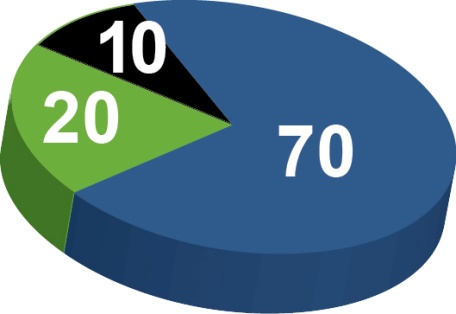
* Some future career goals (or positions) I’m considering are:

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* As I envision my future career, the main things I need to learn and the 2-3 competencies I need to develop most are:

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**Learning Action Plan (*Navigator*)**

It’s time to map out an Action Plan for learning the skills that will get you where you want to go. Your personalized developmental action plan will be most effective if you   
set realistic goals and ask others for input and support. Choosing diverse learning opportunities that both expand your understanding of a topic and give you opportunities to practice what you are learning is most effective. Select from the following to customize your Action Plan.

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| **New Experiences (E)** | **Other People (P)** | **Classes & Materials (C/M)** |
| * A project at a higher  level than I currently am * Job scope increase or change * Project in another area * Job improvement or  fix-it opportunity * Leadership role * Represent the organization   70%  **of your plan**  20%  **of your plan**  10%  **of your plan**   * Teach others | * Partner with my coach and supervisor for specific ongoing behavioral coaching * Practice presentations * Watch role models * Refer to other colleagues  as advisors | * Training classes * Conferences * Self-study * Books * Subscriptions * Videos * Webinars * Professional  associations |

**My LEAD Action Plan**

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| --- | --- | --- | --- | --- | --- |
| **Date:** | **Learning Objective: I will be able to…** | | | | |
| To learn and demonstrate these skills I will: | | Target Date | Date Completed | Others  Involved | Type of Learning: E, P, C/M |
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| 2. | |  |  |  |  |
| 3. | |  |  |  |  |
| 4. | |  |  |  |  |
| 5. | |  |  |  |  |
| 6. | |  |  |  |  |
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| 8. | |  |  |  |  |
| 9. | |  |  |  |  |
| 10. | |  |  |  |  |

Notes:

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