

# LEARNING PLANS

*Help your employees prepare for new responsibilities.*

As one of the most important investments within your organization, it is critically important to align employee development with organizational strategies.

Learning plans within TotaLearn allow your employees to develop the specific competencies needed to improve performance in their present position, or to prepare for new responsibilities. With quick and targeted access to relevant learning, employees can see their progress at a glance.

## SUPPORT DIFFERENT LEARNING WORKFLOWS FOR DIFFERENT LEARNER GROUPS

Depending on a learner's job assignment, position, department or where they sit within the management hierarchy, they can be assigned a different learning plan template.

Template-based learning plans allows you to set custom permissions around the creation and update of plans specific to the needs of different groups of learners.

Competencies and their associated courses can also be automatically pulled into plans based on a learner's job position and area of the organization.



# CREATE PERSONALIZED LEARNING EXPERIENCES

Users or managers can create learning plans for different areas of development and personalize each plan by setting individual due dates, priorities and objectives.

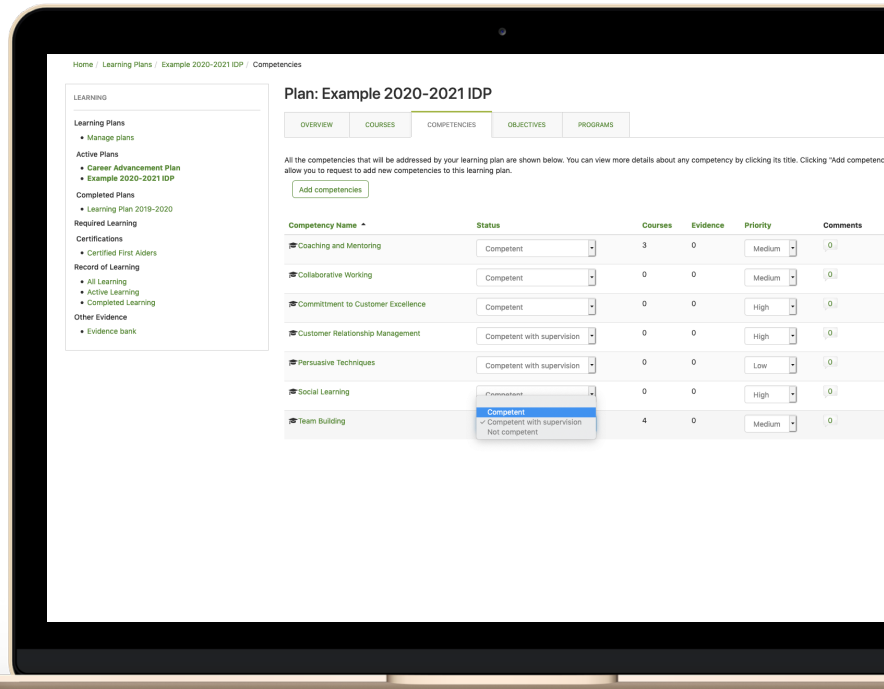
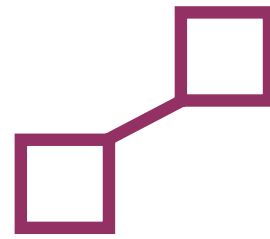
Plans can be continuously updated with new competencies, courses, programs and certifications as needed by the learner or their manager, depending on the plan template.

Learners can use their development plan to view due dates, quickly access learning activities and add learning objectives.

# MONITOR PROGRESS WITH LEARNING RECORDS

All learners have a personalized learning record where they can view their active and completed learning and development, and managers can monitor the ongoing progress of their staff's professional and personal development.

The default learning record layout and content can be easily edited by site administrators to ensure the most relevant information for your learners and their managers is displayed.



FIND OUT MORE

[totallearning.com/totara-learn](https://totallearning.com/totara-learn)

