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| My SMART Virtual Learning Plan  |
| Event Title |  |
| Date |  |
|  |
| SPECIFIC | What exactly do I hope to gain or achieve by attending this learning event? |
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| What Specifically do I hope to be able to do (or do better) after this event is over?  |
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| MEASURABLE | How will I know that I have learned what I intended to learn? |
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| What are some clear benchmarks I can use measure my increase in knowledge, skill, or ability?  |
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| * Currently I know/am able to:
 | * After this I will know/be able to:
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|  |  |
| ACHIEVABLE | Is my intended outcome possible based on what I will learn in this program? Why or why not? |
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| Will I have the time, support, and resources that are necessary to Achieve my goals Why or why not? |
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| * Additional resources I’ll need to achieve my goal(s) include:
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|  |
| RELEVANT | How will attending this learning event improve my performance? |
|  |
| How will it make me a better contributor to my team or company? |
|  |
| TIMELY | Will I see immediate improvement? |  |
| Will it take time/practice to achieve my goals? |  |
| How much time/practice do I estimate it will take? |  |

