

Tool 13: Sample Action Plan for Transfer of Learning

Leamer:	Course:	Date:		
My Support Team/ Partners:	Supervisor: Trainer: Co-worker(s):			
Specific Areas to Improve: (Think about distinct accomplishments and activities to be achieved.) Issues to Address: (Describe the barriers that must be eliminated or reduced and how this will be done.)				
Detailed Specific Actions (in sequence) Be sure to include regular progress reviews with the support team as a part of the specific actions.	Responsible person(s)	Resources	Date/ Time*	Changes to look for
Step 1				
Step 2				
Step 3				
Step 4				
Step 5				
Step 6				
Step 7				
Step 8				
Step 9				
Step 10				
<i>*establish set day and time for ongoing activities</i>				
Commitment of Support Team/Partners: <i>I support the action plan described above and will complete the actions assigned to me. If I am unable to complete an activity, I will help make arrangements to modify the plan accordingly.</i>	Signature of learner: Date: Signature of supervisor: Signature of trainer: Signatures of co-workers:			