

LEADERSHIP USA® Development Plan

LEARNING IS A PROCESS—NOT AN EVENT



This 3P Process Helps You Get the Most from Your LEADERSHIP USA Experience

Congratulations on registering for a LEADERSHIP USA learning event—the beginning of your journey into the competencies covered in this workshop. We have developed this planner to help you achieve your performance improvement goals. We'll recommend specific action steps you can take before, during, and after your LEADERSHIP USA learning event to help you apply your new skills and knowledge to your work and life.

1. PREPARATION - BEFORE THE LEARNING EVENT

- a) **REVIEW.** Read the outline online at LeadershipUSA.com for the learning objectives for your session.
- b) **SET.** Identify one to three goal areas where you hope to gain more skills or knowledge:
 - ★
 - ★
 - ★
- c) **DISCUSS.** Review the information above with your manager.
 - ✓ How does this topic relate to my current work challenges?
 - ✓ How will this learning event help me prepare for the future?
 - ✓ Identify one or more upcoming opportunities for you to apply the skills you will learn.
- d) **READ.** If possible, purchase and read the instructor's featured book. Journal about your insights in preparation for a great day of learning!

2. PROCESS - DURING THE LEARNING EVENT

- a) **REVIEW.** Before the day begins, go back to your goals. What challenges are you having that motivated you to attend this learning event?
- b) **IDENTIFY.** What are your Ah-Ha's (what changed for you after attending the workshop)? What are your "keepers" and key takeaways?
 - ★
 - ★
 - ★
- c) **DETERMINE.** Review the material, exercises, and discussions from the day:
 - ✓ What changes are you going to make?
 - ✓ What is your action plan? Specifically identify the ideas you will implement.
 - ✓ What challenges might you face?
 - ✓ With whom do you need to connect to discuss these plans?

3. POST - AFTER THE LEARNING EVENT

a) MEET. Review the seminar handout and your notes from the day. Gather with other attendees from your company back at the office to complete the Discussion Guide provided by the instructor (go to LeadershipUSA.com/learning-library and use the password from your workbook.)

- ✓ How will you implement the lessons learned?
- ✓ How will our learning benefit the organization?
- ✓ What barriers can we help each other overcome?

b) DISCUSS. Debrief the day and your key takeaways with your manager and team:

- ✓ What knowledge did you gain that will help you overcome the current work challenges you discussed?
- ✓ How will your new skills help you better prepare for future opportunities and situations?
- ✓ Where will you specifically apply the skills you've learned, and how do you anticipate your performance will improve as a result?
- ✓ Determine your next steps to practice and apply your new knowledge and skills at work.
- ✓ Select an accountability partner if applicable to provide support and feedback as you implement your action plan.

c) STUDY. Visit the LEADERSHIP USA Learning Library at LeadershipUSA.com/learning-library and use the password from your workbook for additional educational resources, videos, articles, and eBooks on the competencies covered in the learning event. Feel free to email the instructor directly with additional questions!

d) REFLECT. Several weeks later (or after your action plan is complete), think about:

- ✓ How did this learning event change you?
- ✓ What do you feel more prepared and confident to do?
- ✓ How have you applied what you learned?
- ✓ What have you achieved as a result?

e) ATTEND. Participate in future monthly learning events to stay engaged in the learning process!