

My learning plan

Throughout our career, we may find ourselves developing new skills and approaches. This might include refreshing our word skills or learning to use zoom in order to connect with others.

This document offers some tools and resources to help.

Considering your development

What are the needs within your current role? This following set of questions will help you focus on the immediate needs:

- What are the most important tasks and responsibilities of my role?
- What skills or knowledge will I need to complete these remotely?
- What are the priorities at this time? (this is a question to answer with your manager)

Constructing a plan

Use the attached template to help you plan. You can then use this plan to discuss development time with your manager.

Step 1 Detail the **Tasks and Responsibilities** that make up your current job role. To ensure that your list is comprehensive, you may wish to refer to documents such as your job description or performance review plans.

Step 2 For each of the tasks and responsibilities you identify, consider your **Skills Gaps**. Be honest with yourself and record the gaps that you are aware of.

Step 3 Now think about **Potential Development Activities** that could help you narrow or close the skills gaps. Bear in mind that one skill gap may need a series of activities to develop you sufficiently and that learning will have to be online.

Potential development activities:

- [Linkedin Learning](#)
- Options provided by [Learning and Development](#)
- Options provided by the [Financial Services Division](#)
- Options provided by [IT Training](#)
- Options provided by [Health and Safety](#)
- You may find other relevant material including resources, guides and booklets (digital or in print)

LinkedIn learning courses

LinkedIn Learning (*link above*) is constantly adding material so check back regularly.

Courses we recommend

The Learning and Development website has some suggested links built around specific topics. As you scroll down, we have sections such as managing people, professional skills and personal skills. Each of these sections also has a link through to a set of online courses we thought might be helpful.

<https://www.otago.ac.nz/humanresources/training/professional-staff/otago368601.html>

