

# Learning & Growth in your Organization

DEVELOPING A LEARNING PLAN

# Developing a Learning Plan

Ensuring learning is targeted & focused.

## Ask your team:

- What are the most **critical** questions you want answered?
- Why do you want to know this?
- How will you **use** this information?
- Who is the **intended audience** for the information (internal staff, policy makers, donors, clients, etc.)?



# Developing a Learning Plan

Determine what type of inquiry you are undertaking...

Type of inquiry	Description of inquiry
<b>Evaluation</b>	A systematic and objective assessment of an ongoing or completed project, program or policy, its design, implementation and results. The aim is to determine the relevance and fulfilment of objectives, efficiency, effectiveness, impact and sustainability - as set out in the Evaluation Policy. (Patton, 1997)
<b>Quality Improvement</b>	A process of collecting, analyzing and/or reporting information regarding the performance of an individual, group, organization, or system to see whether outputs are in line with what was intended or should have been achieved. Typically looks at high-level indicators of success, not outcomes (Plan-Do-Study-Act (PDSA) Cycle, Agency for Healthcare Research and Quality)
<b>Research</b>	A systematic inquiry to describe, explain, predict and control the observed phenomenon. Research involves inductive and deductive methods (Babbie, 1998).

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Evaluation

**Includes:**

- Process Evaluations
- Outcome Evaluation
- Needs Assessment



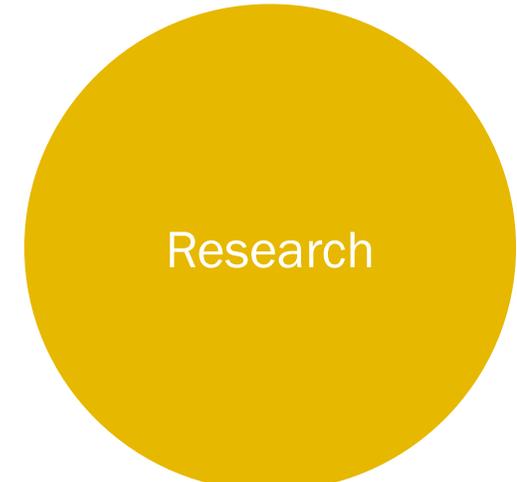
Quality  
Improvement

**Sometimes called:**

Rapid Cycle Evaluations  
Rapid-Cycle Improvements

**Models/Framework include:**

- **Plan, Do, Study, Act**
- FADE
- DMAIC



Research

**Includes:**

- Basic Research
- Applied

# Developing a Learning Plan

## Determine:

- What **sources of information** do you intend to utilize (e.g. client surveys, numerical results, program documentation or demographic information)?
- What is the **timeline**? Do you need the information before an important grant application is due? Before the end of the fiscal year?
- What **resources** can you devote (*personnel and otherwise*)? Are these resources sufficient?



# Developing a learning plan

## Planning Checklist

Have you determined:

1. the critical questions you want to answer
2. how you will use this information
3. the intended audience
4. the type of inquiry you will use
5. your sources of information, timelines and resources



# Developing a Learning Plan

## Plan Template

<b>Question</b> <i>What is it you want to know?</i>	<b>Rationale</b> <i>Why is this important? ?</i>	<b>Utilization</b> <i>How will this information be used?</i>	<b>Intentioned Audience</b> <i>Who will use this information</i>	<b>Type of Inquiry</b> <i>(Evaluation, Research, Performance Measurement)</i>	<b>Information Sources</b> <i>Where will this information be found?</i>	<b>Timeline</b> <i>When is the deadline?</i>	<b>Lead</b> <i>Who is in charge?</i>

# SUMMARY:

## *What will you do next?*

1.

How will you put your Learning Plan into action?

2.

How often will it be reviewed? Where? And by whom?

3.

How will you hold yourself/ your team accountable?

