



Five Steps to a Great Learning Plan

Every year, nurses must develop and record a learning plan as a part of their Continuing Competence Program requirements.

Nurses engage in learning and professional development all year long. NANB provides online CCP worksheets to support members to demonstrate a snapshot of how they have maintained their competence and enhanced their nursing practice during the year. Your learning plan should be individualized to your specific nursing practice and setting. The more details you include in your learning plan, the easier it is to select appropriate learning activities, describe what you learned and evaluate how the new learning impacted your practice.

Have you ever noticed that the five steps of the nursing process of assessing are similar to the steps of creating a learning plan for your CCP requirements? Try applying these familiar steps when developing and completing your plan.

1 – ASSESSMENT

Self-assess your performance against your standards of practice to determine your learning needs. Ask yourself how each standard and indicator relates to your practice and setting. Determine which indicator you would like to work on.

➤ *TIP: Refer to [NANB's self-assessment tips](#) before you get started.*

Feedback from your supervisor, colleague, mentor, or another health professional who is familiar with your role and responsibilities can provide valuable insights into your actions and the way your behaviour is perceived. Feedback can help validate or stimulate your own self-assessment and support your professional growth.

Use the feedback you received to help identify a strength or an area to work on in your practice.

2 – DIAGNOSIS

Identify your learning need and develop a learning goal. Narrow down the focus as much as you can by asking yourself what specific knowledge, skill or understanding you hope to gain.

When you write your learning goal, ensure that it:

- Relates to your chosen standard/indicator.
- Relates to your specific nursing practice and setting.
- Begins with an intention or action such as “I want to learn...”.

Helpful *action* verbs “I want to ..”

- demonstrate
- apply
- communicate
- organize
- develop
- create
- plan
- coordinate
- identify
- learn
- teach
- implement



- Represents a goal that is:
 - SPECIFIC: Does your learning objective clearly state what you want to learn?
 - MEASURABLE: How will you know if you achieved your objective?
 - ATAINABLE: Is it reasonable to think that you can accomplish this objective?
 - RELEVANT: Is this objective meaningful to your specific role and practice setting?
 - TIMELY: Do the completion dates for your learning activities fall within the practice year?

- *TIP: It is helpful to start each learning goal with an action verb that indicates an observable outcome.*

3 – PLAN

Use your learning goal as a guide to picking appropriate learning activities. The activity that you plan to complete must be something that:

- Helps you meet your goal.
- Is relevant to your role and practice setting.
- Can be completed within the practice year.

4 – INTERVENTION

Complete your identified learning activities. Think about what new knowledge, skill or understanding you learned after you completed your learning activities.

5 – EVALUATION

Evaluate your learning. Clearly describe what you learned or how your practice changed or improved as a result of completing the learning activities.

Your evaluation should clearly relate to your learning goal, learning activities and your nursing practice and setting. Focus on your own professional development and avoid documenting a broad and generalized statement.

Just as with assessing a patient, what counts in a learning plan is specificity and logical flow – from assessment to diagnosis, to intervention to evaluation.

Keep your competence in good health by completing your CCP early.

You can access your Learning Plan Worksheets online through your [“My Profile”](#).

Thank you to the College & Association of Registered Nurses of Alberta for granting permission to adapt their document “5 Steps to a Great Learning Plan”.