

Personal Assistant learning plan - form

Personal Assistant name:	Date commenced work with employer:
	Start date of learning plan:

What do I want / need to achieve – what difference will it make?	What knowledge and skills do I need to develop?	Agreed methods and activities	When and where will the learning and development take place?	Date	Comments - what difference has it made?

Signed (Personal Assistant)

Date

Signed (Employer).....

Date