



## LEARNING AND DEVELOPMENT PLAN

**The Learning and Development Plan (LDP) is an action plan designed to help employees be successful in their current positions, help them to meet expectations, and to support them in developing their careers.**

Part of your responsibility involves taking ownership of your learning and development. You are expected to identify where you might need coaching or further training to succeed in your job and for professional career development. Your manager/supervisor is expected to work closely with you to make sure your LDP identifies what you need to excel in your job.

The LDP focusses on three areas to help you and your manager pinpoint your needs:

### **Mandatory Learning**

Mandatory learning is training or course work that you must successfully complete for your position. It includes any learning activity that is mandatory across PCA, across your Branch or for the employee's function such as training for a delegated authority or training to keep your occupational certifications or professional accreditations up to date. You can find more information on mandatory training on the intranet.

### **Job-specific learning**

Job-specific learning includes activities to help you hone your skills to master your current position. That could include upgrading your computer skills, a course to improve your communications skills, a workshop to enhance your leadership and supervisory skills, or participating in a mentoring program to learn from an expert in your field.

### **Career development**

You can also identify development opportunities that can help you prepare for future positions. Discuss your interests and career goals with your manager/supervisor. Apart from in-class or on-line training, you may consider whether developmental opportunities such as job shadowing, assignments, working on special projects, or exchange programs are appropriate.

You should also consider less formal activities to support your learning and development, such as participating on in inter- or intradepartmental committees, sharing knowledge or experience among colleagues, participating in network activities, reading books or magazines, watching a video, etc.

The learning requirements identified in the LDP must be approved and are meant to be implemented during the fiscal year. The LDP can be adjusted at any time over the work year. More information on the Learning and Development Plan can be found in the [Learning and Development Plan Guide](#).



## LEARNING AND DEVELOPMENT PLAN

### A) EMPLOYEE INFORMATION

Employee Name	Position Title	Group & Level	Review Period
Manager/Supervisor Name	Business Unit & Location		

**Career Goals/Aspirations :**

### B) LEARNING & DEVELOPMENT ACTIVITIES RELATED TO CURRENT POSITION

Learning Objective	Learning & Development Activities <small>What activity will address this learning?</small>	Category	Investment		Status
			Time	Cost	
		<input type="checkbox"/> Mandatory <input type="checkbox"/> Job-specific <input type="checkbox"/> Career development			<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> Postponed <input type="checkbox"/> No longer required
		<input type="checkbox"/> Mandatory <input type="checkbox"/> Job-specific <input type="checkbox"/> Career development			<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> Postponed <input type="checkbox"/> No longer required
		<input type="checkbox"/> Mandatory <input type="checkbox"/> Job-specific <input type="checkbox"/> Career development			<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> Postponed <input type="checkbox"/> No longer required
		<input type="checkbox"/> Mandatory <input type="checkbox"/> Job-specific <input type="checkbox"/> Career development			<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> Postponed <input type="checkbox"/> No longer required
		<input type="checkbox"/> Mandatory <input type="checkbox"/> Job-specific <input type="checkbox"/> Career development			<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> Postponed <input type="checkbox"/> No longer required

### C) SIGNATURES

The following signatures indicate approval of the plan. This does not make it a formal contract, but demonstrates a shared commitment to learning. Participation in the learning activities identified in this document are subject to operational requirements.  
 (If there is a financial investment agreed to by the Agency, the costs must be approved by the financially delegated manager to confirm that the funding is available for the activity identified.)

Employee	Date	Manager/Supervisor	Date
----------	------	--------------------	------

Typing name in signature field, PDF Fill and Sign and Signatures using Entrust are accepted.

## Parks Canada Agency (CAP) Privacy Notice

The information provided in this document is collected under the authority of subsection 12.1 of the *Financial Administration Act* and subsection 13.3(b) of the *Parks Canada Agency Act* for the purpose of supporting employee performance management within the Agency.

This information is being collected and used under the Agency's legislative authority for the following purposes: performance management, human resources planning, training and development, staffing and talent management. The information being collected may also be used or disclosed for the purposes of policy analysis, research, audit, evaluation and statistics.

Your personal information is administered in accordance with subsection 13.3 (b) *Parks Canada Agency Act* and will be protected under the provisions of the [Privacy Act](#). Under the *Privacy Act*, you have the right to request access to your personal information that is held by a government organization and to request corrections should you believe your information contains errors or omissions which is described in Personal Information Bank [PSE 905 \(Training and Development\)](#).

You have the right to file a complaint with the Privacy Commissioner of Canada regarding the institution's handling of your personal information at <https://www.priv.gc.ca/en/report-a-concern/file-a-formal-privacy-complaint/file-a-complaint-about-a-federal-institution/>.