KPU | KWANTLEN POLYTECHNIC UNIVERSITY

TLC The Learning Centre

The Learning Centres
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Learning Skills Development Plan

At the beginning of a course or a new assignment, your instructor will outline the tasks that you will need to accomplish to meet the learning objectives. Each of these tasks requires you to be proficient in a number of learning skills. Unlike assignments, learning skills are used across many courses, and form the foundation of the professional skills you will use in your career.

Working in teams, conducting library research, using specific software programs (e.g., Microsoft Excel or PowerPoint), and formatting a document professionally are all examples of professional skills. In some cases, your instructor may have already indicated the skills you should work to develop.

By following this planning template, you will create an actionable plan to master the learning skills that are relevant to your assignment.

Learning skill to develop:	
SMART Goal: (Specific and understandable; Measurable for status and completion; Achievable; Relevant to your current study; Time bound):	
Current competence	
Available resources (workshops, instructional videos, tutoring or Learning Strategist appointments)	
Specific steps to attain my desired learning skill	1. 2. 3. 4.
Timeline:	Date: Task: Date: Task: Date: Task:
Rewards of developing this skill:	

By actively planning to develop relevant learning skills, you are setting a foundation for success in your current courses, and forming the habits needed to sustain your ongoing professional development.

Strategy Aid

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Example Learning Skills Development Plan

Learning skill to develop:	Take notes from an academic article
SMART Goal: (Specific and understandable; Measurable for status and completion; Achievable; Relevant to your current study; Time bound): (1) ***By the end of this month, I want to be able to explain how academic articles are organized.*** (2) ***By the end of this month, I want to begin using a system for taking effective notes that will help me to write my papers and reports.***	
Current competence	*I know how to search for articles on the KPU library website. I usually highlight when I read from articles, but I am not confident that I take good notes.*
Available resources (workshops, instructional videos, tutoring or Learning Strategist appointments)	• *Notetaking and summarizing workshop (Surrey Learning Centre)* • *Video on reading journal articles (Learning Centre Youtube)* • *Learning Strategist appointment*
Specific steps to attain my desired learning skill	1. *I will watch the video on reading journal articles from the Learning Centre Youtube.* 2. *I will register for and attend the notetaking and summarizing workshop.* 3. *If I still have areas where I am unsure, I will book a 30-minute appointment with a Learning Strategist.*
Timeline:	*Date: **October 1** Task: Watch video and register for workshop* *Date: **October 6** Task: Attend workshop* *Date: **October 7** Task: Book follow-up Learning Strategist appointment if needed*
Rewards of developing this skill:	*I will be able to read more efficiently. If I develop a good system for taking notes, I will be able to write better papers. I will be more confident that I can write without plagiarism.*

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