

Sample Personal Learning Plan (PR)

Learning Goal <i>I want to learn...</i>	Strategy <i>I will learn by...</i>	Evidence of Success <i>I will know I am successful when...</i> (provide specific work examples)	Target Date
Strengthen writing and editing skills.	Writing press releases, media kits, quarterly newsletters, bi-weekly faxes, speaking notes, editing, sponsorship report, brochure content, etc.	Applying academic studies to develop some or all of these listed items, with guidance from supervisor, receiving less edits throughout the work term and producing quality items that can be used for my portfolio.	End of term
How to hold a productive meeting without getting off track.	Having an agenda and questions written down before hand so that all objectives can be met.	Holding a conference call and get all goals accomplished. Ensuring the conversation flows smoothly.	July 13, 2011
Further refine time management skills.	Working on several projects at once and offering to take on more responsibility as a co-op student. Developing a project plan to organize deadlines and priorities.	Successfully completing assigned projects while adhering to the specific deadlines that were outlined for me. As well, keeping up to date on all regular tasks such as monthly newsletter and website updates.	Ongoing
Website updating.	Updating the website with current events, news and members' information.	By completing regular website updates without needing IT support.	Ongoing

Website evaluation and improvement planning.	Analyzing the existing format of the website and creating an improvement plan to be implemented at a later date. Analyzing areas of design, usability, etc. also come up with ideas on how the website can become more of a direct communication tool and act as a resource and asset for both the membership and stakeholders. Finding examples of best practices to share with my supervisor and include in final report.	By creating a detailed website improvement plan, consisting of research and a thorough evaluation of the current website along with proposals for long-term improvements.	End of term
Record and produce a successful public service announcement (PSA).	Meeting with the team to decide what is required for the project. Seeking assistance from supervisor and review class notes.	Receiving calls from service users saying they had received information on the campaign from the PSA they heard on the radio. Receiving positive feedback from supervisor and communications staff.	August 12, 2011
Implement social media strategies into the organization's communication plan (Twitter).	Using skills I have developed from my personal blog and Twitter account. Reviewing articles on effective use of Twitter in organizations.	Our Twitter account increases its followers by 20% from not only NS, but internationally as well.	Aug 24, 2011

Co-op Student Signature

Supervisor Signature

Date

