

Continuous Learning Plan Outline

01 Introduction

- Briefly introduce the purpose and importance of continuous learning for you and your staff.
- Outline the objectives.

03 Learning Goals

- Clearly define your learning objectives.
- Break down your goals into specific, measurable, achievable, relevant, and time-bound (SMART) targets.

05 Timeline

- Create a timeline for each learning activity.
- Allocate specific timeframes for completing each activity.
- Ensure the timeline aligns with your overall objectives and commitments.

07 Support and Resources

- Identify any support systems or resources you may need to achieve your learning goals.
- Consider mentors, peers, online communities, or professional networks that can provide guidance and assistance. And of course, Choice University is here to support you as well:
ChoiceU@choicehotels.com

09 Review and Update

- Schedule regular reviews to assess the effectiveness of your plan.
- Update your plan as necessary to adapt to changing circumstances or priorities.

02 Self-Assessment

- Reflect on your current skills, knowledge, and competencies.
- Identify areas where you want to improve or develop new skills.
- Consider your career goals and how continuous learning can support them.

04 Learning Activities

- List the learning activities you will engage in to achieve your goals such as ChoiceU.com videos/courses, workshops, reading, mentorships, cross-training, etc.
- Specify the resources you will utilize.

06 Evaluation and Reflection

- Define how you will measure progress and success.
- Set up checkpoints to review your progress periodically.
- Reflect on what you have learned and how it has impacted your skills and knowledge.
- Adjust your plan as needed based on your evaluation and reflection.

08 Commitment

- Express your commitment to following through with your continuous learning plan.
- Emphasize the importance of dedication and consistency in achieving your goals.

10 Conclusion

- Summarize your continuous learning plan.
- Reiterate the significance of lifelong learning in personal and professional development.
- Inspire yourself to stay motivated and dedicated to your learning journey.