Informal Learning Plan

By developing your own learning plan, you can set out a range of subject areas that interlink with your professional projects, interests and future career aims, keeping momentum to develop your knowledge and skills. This is an optional template and you can amend it to suit your needs. Here’s some suggestions on how to get started:

* read your **job description** for the skills and knowledge you’re expected to have or gain on the job, to help plan your goals
* this template can be kept as an informal log of your learning, as an easy way to jot down relevant notes for adding to your [PEDR](http://www.architecture.com/pedr) sheets too
* consider topics to aid your **self-directed learning** e.g. research, improving creative skills, business management, employment skills etc
* complete a SWOT analysis to clearly identify the strengths and weaknesses of your performance; your ability to meet goals and undertake your responsibilities
* keep adding to the SWOT analysis and this learning plan as you go; you can also use the learning plan to regularly review your progress with your mentor and adopt for your quarterly PEDR mentor appraisals

**SWOT Analysis: pinpoint where your skills are, how you can improve or gain others, and what opportunities may rise**

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| **Strengths**  [i.e. communication skills] | **Weaknesses**  [i.e. less experience dealing with large groups] |
| **Opportunities**  [i.e. networking] | **Threats**  [i.e. Rejection] |

SMART goals

A good technique for structuring a learning plan is the **SMART** framework, used widely by HR teams. Not only can it keep you focused and on track with your career development, but you can also spend time self-reflecting.

Be **Specific** - about what you want to achieve. Write down what it is you are committing to learn in one sentence.

Can you **Measure** your learning – write the number of hours per week, write what you want to achieve

Is it **Achievable**? What do you need to achieve your goals (time/ space/ wi-fi/ child-care)?

Is it **Relevant**? What will this learning provide for you, is it beneficial?

**Time** is important- limit the time you will learn a topic, aim for the end of a week/2 weeks/a month.

With SMART goals, it’s best to keep short-term to help your progression, always with the long-term in sight. Keeping organised and tracking your learning can be transferred to how you do your everyday tasks in a workplace or studying.

Undertaking Continuing Professional Development (CPD) as a student is encouraged (not compulsory) and forms the earlier stages of life-long learning as an Architect. You may find your learning will feed into real-world projects or prepare you for future projects. We also recommend talking through goals with your employment mentor, colleagues, and fellow students - you never know someone may further inspire you, keep you on track or want to buddy up to learn new skills together.

**Learning plan goals**

List your activities and goals for the upcoming months. You can first plan out these and once complete, regularly reflect and evaluate on what you have learnt. The RIBA Part 3 criteria will be useful to refer to regularly ([find in our PEDR student guide).](http://www.architecture.com/pedr)  Completing these notes should also act as a good reminder for completing your PEDR sheets.

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| Week/  date | Topic and resource | Duration and deadline | Specific learning goal | Reflection on skills learnt (remember your SMART goals & relate to your PEDR reflective summary) | How these might be applied | Relevant RIBA Part 3 Professional Criteria covered |
| e.g.  31.06.2021 | Strengthening your presentation skills  YouTube link | 1 hour  By 31.05.21 | To be able to lead a client presentation confidently with a colleague or alone | Greater awareness of self-management; understanding how to communicate key information and importance of preparation | Taking a slot at a forthcoming client meeting, ensuring clear and concise presentation: rehearse with colleague beforehand | PC1  PC2  PC4 |
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Reflection

Below you can summarise your progress on your overall performance, and also ask your mentor for feedback on your achievements and suggested areas to work on. You can also use this information in your PEDR quarterly record sheets.

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| 6-month reflection  What went well? | What can I improve? | Future aims |
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| Manager comments |  |  |

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| 1 year reflection  What went well? | What can I improve? | Future aims |
|  |  |  |
| Manager comments |  |  |