

Learning Plans

Totara learning plans allow quick and targeted access to relevant learning, which might be conducted face-to-face or within the Totara system. Learning plans enable staff to see at a glance their progress against specific learning events and the whole plan.

Plan: 2019 Learning Plan

OVERVIEW COURSES COMPETENCIES OBJECTIVES PROGRAMS

All the courses that form your learning plan are shown below. You can view any course by clicking the course title. Clicking 'Add Courses' will allow you to add new courses to this learning plan.

Add courses

Course Name	Progress	Evidence	Due date	Comments	Actions
Customer Service	Launch course <input type="checkbox"/> Not started	0	dd/mm/yyyy	0	✖ edit
GDPR	Launch course <input checked="" type="checkbox"/> 100%	0	dd/mm/yyyy	0	✖ edit

Creating learning plans and templates

You can use learning plans to ensure that all of your learners have targeted learning based on their goals and training needs, delivered in a structured way based on [templates](#). For each template, you can decide whether learners' plans can contain courses, programs, competencies, or objectives. You can view existing templates and create new templates by going to *Site administration > Learning Plans > Manage Templates*.

You can also select different workflow settings for each template - for example, if you want learners to be in control of their learning, you can create a template with a user-driven workflow, allowing them to identify training, goals and competencies that matter to them.

You may want to consider providing new learners with learning plans to provide them with structure and help them to keep track of their essential training. Additionally, you can use learning plans to help learners to identify the steps they need to take to prepare themselves for a new role, or to progress within your organisation.

When you are ready to create a user's learning plan, you can do this from their [user profile page](#). For each learner, you can create a tailored learning plan based on one of your templates.

If you have set up evidence types on your site, learners can upload evidence for any of their assigned courses or competencies. Once learners have completed associated courses or provided valid evidence, their manager can mark components of the learning plan as complete.

Objectives

You can also include additional learning objectives to a learning plan, for training targets that either relate to the assigned courses and programs, or actions to be taken outside of your Totara site.

Objectives differ from goals in that they are directly linked to training. While goals might be more general and subjective, such as 'to improve my communication skills', objectives outline specific tasks. For example, one learner's objectives could be:

- Complete my health and safety training within the next three months
- Undertake Agile project management training this year

Related pages



The Totara Academy has a whole course dedicated to using [Learning plans](#) in Totara Learn. Here you can learn more on how to use learning plans, see best practice, and give it a go yourself.