



Team Learning Planner

For Managers

As teams shift to remote work, or distributed work, there is an opportunity to be intentional about professional development. How can your team members learn and grow professional during this time? What capabilities can you build for now and the future? This document supports a planning process for managers in collaboration with their team members, to structure learning goals during this time of social isolation.

- 1 Assess skill and knowledge gaps**

For each team member, identify 1-2 skill and knowledge gaps or opportunities. Are there key functional or technical skills that could help them perform at a higher level? Do more complex work? Are there communication or other soft skills that could help them be even more effective?
- 2 Discuss together**

As a team, or in one-on-one meetings, dialogue with team members about opportunities you see, and solicit their input on professional development interests.
- 3 Identify the learning options**

Please visit our [Learn From Where You Are](#) webpage to see recommended options for real-time webinars, on-demand playlists, ideas for “DIY” learning, and to access the full LinkedIn Learning catalog. Additionally, browse Northwestern MOOCs and other external resources.
- 4 Solidify the plan**

[Using this template](#), clarify the learning goal(s) for each team member, what learning activity is planned, estimate time it will take, and articulate follow-up.
- 5 Follow-up to amplify learning**

Effective adult learning always has a social element. Here are options to consider 1) have your team member write a short summary of their key take-aways, 2) dedicate a team meeting to discussing recent learning, or 3) schedule a formal teach-back during which a team member gives a presentation about their learning.