UP-SKILLING: GROW YOUR SKILLS, EXPAND YOUR OPPORTUNITIES

A practical learning plan guide for upskilling

Purpose Use this guide to choose a priority skill, define a meaningful learning goal, plan learning and practice activities, seek support, document evidence, and report progress accurately.

1. Identify the Skills You Need for the Future

Focus on skills that strengthen your current contribution and expand your future options.

Guiding principle A useful skill connects to a real work need, career direction, or opportunity. Trends can inform your choice, but do not have to dictate it.

Three signals

Planning prompt	Your notes
1. Your work	What is changing in your current role? Which tasks, tools, stakeholder needs, or standards are becoming more important?
2. Your direction	What roles, projects, assignments, challenges, problems or initiatives interest you next? Which skills appear repeatedly?
3. The wider context	What trends affect your function or sector? Consider digital and AI fluency, human skills, leadership, risk, data, innovation and sustainability.

Assess skill you wish to develop

Possible skills	Signal(s)	Why it matters	Possible use

2. Choose One Skill to Prioritize

Select a skill that is relevant and that you will have an opportunity to use soon.

Priority matrix

	Low opportunity to use	High opportunity to use
High relevance	**LEARN LATER**	**PRIORITIZE**
Low relevance	**MONITOR**	**PRACTICE IF USEFUL**

Assess potential skills

Skill	Relevance Low/Med/High	Opportunity to use Low/Med/High	Priority decision	Reason

My priority skill

Decision I will prioritize

3. Create a Purposeful Learning Goal

Goal statement By [date], I will strengthen [specific skill] so that I can [work or career outcome]. I will demonstrate it by [evidence].

Planning prompt	Your notes
Specific skill	What exactly will you be able to do better?
Purpose	Why does this matter to your work or direction?
Evidence	What observable example, result, feedback, or work product will show improvement?
Target date	When will you review the goal?

4. Build a Learning Plan for Career Growth

Learning creates opportunity when you use it to create value and can show what has changed. Connect each learning activity to a skill, an application, an outcome, and communicate it.

Planning prompt	Your notes
My PRIORITY skill is:	
LEARN **One learning resource to help me**	Training, course, article, guidance, webinar, workshop, demonstration, job aid, or other resource.
APPLY **One way I will practice / apply in the next 30 days**	Choose small projects or low-risk experiments. ☐ Use the skill to improve a real task, process, product, or service. ☐ Volunteer for a project or task that requires the skill. ☐ Ask to shadow a colleague or observe a process. ☐ Offer to share a short demonstration or lesson with your team. ☐ Join a community of practice, network or peer learning group.
SUPPORT **One person who can support me**	Supervisor, peer mentor, colleague, subject-matter expert, or community of practice.
INITIAL ACTION & DATE	Choose a specific action that can be started within the next seven days.
REFLECT **on results & feedback**	Choose who & how will you get feedback What worked? What was difficult? What will I adjust?
EVIDENCE **of progress**	What accurate, non-confidential evidence can I show? A work product, improved process, presentation, analysis, stakeholder feedback, project result, application of a certification, or a concise reflection on what changed.
COMMUNICATE **the new skill appropriately**	Where and with whom is it useful to share the evidence? Performance / career discussion / webinar – demonstration Update your skills inventory, CV, or professional profile with accurate evidence.
NEXT ACTION & REVIEW DATE	What is next action I commit to undertake?
REVIEW	What have I learned? Evidence? ☐ Goal achieved ☐ Making progress - continue plan ☐ Plan needs adjustment ☐ New goal or next skill identified