

# Trainer Development Plan

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Position	Knowledge Management Lead

Use Part 1 and Part 2 of this assessment to help you create your Trainer Development Plan. To identify the skills and knowledge you should develop, consult and review a range of resources. Review multiple resources which identify not only the current skills needed, but also the emerging skills which have been identified for the future of work. Your Initial Teacher Review will help to identify some teaching areas that you may want to develop both in this course and elsewhere. The Vocational Currency Map will help you to identify areas of your industry that you may need to update your skills in. These may be skills or knowledge that you have not used in a long time or new innovations in your industry.

Speak with others about what skills they think are important in your current role and future roles, like your supervisor, mentor or peers. Speak with your agency's workforce planning team and look for your agency's workforce or capability strategy.

Some tips for completing your Trainer Development Plan:

- You don't need to identify something for every learning method, however try to find at least two methods for each skill.
- Consider how you will access these experiences. Can you access them on your network? Is there a cost associated with them? How will you navigate any barriers to accessing these experiences?
- Consider how your goals are achievable in the timeframe and resources you have available.
- Access all the resources on Studentweb to help you create your development goals and to complete this template.

PROFESSIONAL DEVELOPMENT PLAN

What skills do I want to develop?	What learning experiences will I use to develop this skill?
Learn an industry-standard learning content development tool	<p><b>People</b></p> <ul style="list-style-type: none"> <li>Collaborate on a project with our Learning Design Lead at work to create basic modules on our product.</li> </ul>
	<p><b>Work</b></p> <ul style="list-style-type: none"> <li>Request a secondment to the internal UI team that is exposed to customer queries and gaps around our product, and review the materials they use to educate customers.</li> </ul>
	<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>Request a licence for Articulate 360 at work.</li> <li>Read a primer on SCORM and Tin Can API.</li> </ul>
	<p><b>Courses</b></p> <ul style="list-style-type: none"> <li>Not applicable</li> </ul>
Learn effective tools for monitoring knowledge management effectiveness and outcomes	<p><b>People</b></p> <ul style="list-style-type: none"> <li>Interview a former colleague who successfully implemented the knowledge management framework at previous workplace.</li> </ul>
	<p><b>Work</b></p> <ul style="list-style-type: none"> <li>Actively participate in ongoing projects related to review and restructure of internal knowledge base according to user engagement and feedback.</li> </ul>

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	<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Read and spend time to reflect on existing articles on knowledge management, such as <a href="#">‘Knowledge management: the secret sauce of productivity,’</a> published by Slack.</li> </ul>
	<p><b>Courses</b></p> <ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
<p>Understand the best practices for teaching adults in a classroom setting</p>	<p><b>People</b></p> <ul style="list-style-type: none"> <li>• Interview peers and colleagues about their learning styles and preferred resources.</li> </ul>
	<p><b>Work</b></p> <ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
	<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Follow <a href="#">Adult Learning Australia</a> on social media.</li> <li>• Read the published paper on the <a href="#">‘various ways of understanding the concept of andragogy’</a>.</li> </ul>
	<p><b>Courses</b></p> <ul style="list-style-type: none"> <li>• Participate and learn in-class throughout the TAE40122 course.</li> </ul>