**Learning and development plan <insert service name & date>**

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| **Outcomes** | **Actions / dates** | **Responsible** | **Budget** | **Source** | **Progress** |
| **Example:** Ensure all staff are up to date with mandatory training (see [mandatory training](http://www.skillsforcare.org.uk/mandatorytraining)) | Annual appraisal with each worker – complete training needs plan to identify which areas need refreshing. | Registered Manager | £7000 | ABC Training (face to face and eLearning) |  |
| **Example:** Care Certificate | Ensure all new starters complete the Care Certificate within first 20 weeks, as per our strategy (see the [Care Certificate strategy template](http://www.skillsforcare.org.uk/carecertstrategy)). | Deputy Manager | Free | Skills for Care workbooks and e-LfH eLearning | 12/01/19 - 5 new starters completed in full |
| **Example:** Ensure all relevant staff have dementia training | Identify staff who need dementia training or refresher training at annual appraisal (basic, refresher or advanced) | Registered Manager | £300 | Free MOOC / virtual reality app for all staff. Dementia conference for senior care staff and Dementia Champion | 16/03/19 – Dementia conference booked for 5th May x3 places (£300) |
| **Example:** Select five staff to complete ‘Everyday Leadership’ learning | Hold sessions as part of group supervisions throughout February | Deputy Manager | Free | Skills for Care [Everyday leadership](http://www.skillsforcare.org.uk/everydayleadership) resources. |  |
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Add additional rows to the table as required.