

Learning Priorities Worksheet

Let's put pen to paper on your strategic initiatives!

You have limited time and resources when it comes to learning and development, so it's important to get really clear on the most important and impactful initiatives for your business. You might have an idea of what's important, but other stakeholders at the organization might have other concerns or ideas about what needs to be the top priority.

It's important to get a sense of the challenges, concerns, and goals from senior leadership, middle managers, as well as individual contributors. Below, we've outlined key areas of your business and suggested training topics to help you think through the specifics of how to achieve your organization's goals. On the left, you'll see things that impact the business and business operations - think risk mitigation and cybersecurity. As we move to the right, you'll see areas of the business that impact culture and the employee experience - think career pathing, developing a culture of continuous learning



Let's get specific! Think through how much time you're realistically going to have dedicate to an initiative, as well as the specific impacts on your business. For example, are you wanting to launch a new manager training program to help reduce turnover by 15% and you have 2 hours a week to dedicate to it? Jot it down! What does the timeline to implementing look like? And specifically will you measure this initiative and prove ROI?

Learning Priority 1:

% of Focus In 2026	Business Outcomes	Timeline	Success/ROI metrics
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Learning Priority 2:

% of Focus In 2026	Business Outcomes	Timeline	Success/ROI metrics
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Learning Priority 3:

% of Focus In 2026	Business Outcomes	Timeline	Success/ROI metrics
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