**Learning and Development (L&D) Planning Tool**

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| **Division / Service Area:**  |  |  |  |  |  |  |
| **L&D Need** *What have you identified?*  | **L&D Solution** *How will you address the need?*  | **Target** **Group** *Who is affected?* | **Estimated nos.** *(if known)*  | **Method** *How will it be addressed?*  | **Timeframe** *How long will it take?*  | **Success Criteria** *How will it be evaluated?*  |
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