**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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