

# **L&D Strategy Template**

# This template provides a starting point for developing an L&D strategy. Customize it to meet the specific context, needs, and goals of your organization.

## **Goals and Objectives**

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| **Learning**  **Goals** | Define the specific areas of knowledge or skills that the L&D strategy aims to develop  (e.g., leadership, technical skills, or customer service skills). |
| **Learning**  **Objectives** | Set measurable objectives aligned  with business needs and employee development. |

## **Organizational Analysis**

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| **Business Goals** | Define key business objectives and specify how L&D can contribute to reaching them. |
| **Workforce Assessment** | Evaluate employees’ current skill levels, knowledge, and training needs.  [Download our comprehensive training needs analysis template.](https://www.ispringsolutions.com/guides/training-needs-analysis-template) |
| **Skill Gaps** | Identify skill gaps, ranking them by the priority of filling them.  [Download our in-depth skill gap analysis template.](https://www.ispringsolutions.com/guides/skills-gap-analysis-template-and-checklist) |

## **Vision and Mission**

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| **Vision  Statement** | Define the organization’s long-term vision  for employee learning and development. |
| **Mission Statement** | State the purpose and guiding principles  of the L&D strategy. |

## **Training and Development Initiatives**

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| **Program Overview** | Provide an overview of the training  and development initiatives to be implemented. |
| **Training  Methods** | Specify the delivery methods to be used  for each program, such as classroom training, eLearning, on-the-job training, virtual classrooms, mobile learning, or workshops. |
| **Content  and Curriculum** | Lay out the topics, modules, and learning materials  to be included in the training programs. |
| **Resources  and Support** | List the resources, tools, and support needed  to realize effective training experiences. |

## **Implementation Plan:**

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| **Timeline** | Outline a timeline with key milestones and deadlines for each training initiative (include time allocated for adjustments). |
| **Responsibilities** | Assign roles and responsibilities to all stakeholders (HR, L&D, managers) involved in the implementation process. |
| **Budget** | Estimate the budget for each training initiative, including costs for eLearning tools, instructors,  and course authors. |

## **Evaluation and Measurement:**

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| **Evaluation Methods** | Define the evaluation methods and metrics that  will be used to measure the effectiveness of the training initiatives (pre and post-training assessments, learner feedback, etc.). |
| **Continuous Improvement** | Outline strategies for using evaluation results  to improve the L&D initiatives. |

## **Stakeholder Engagement:**

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| **Communication**  **Plan** | Detail how you will communicate the L&D strategy  to employees, managers, and other stakeholders (emails, all hands events, slack  announcements, etc.). |
| **Continuous Improvement** | Determine ways to involve and engage key stakeholders in the design, delivery,  and evaluation of the training programs  (e.g., champion programs). |