**LEARNING AND DEVELOPMENT PLAN FOR YEAR \_\_\_\_\_\_\_**

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| College/Office: |  |  | Date: |  |

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| **No.** | **Title of Learning Development Activity (Seminar, Training, Convention, etc.)** | **Target Competency or Learning Objectives** | **Planned Date** | **Name of Participants** | **Estimated Budget** |
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*\*Add additional row/s if necessary*

Prepared and submitted by: APPROVED:

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|  |  |  |
| Dean/ Director |  | Vice President |