



Government of Nunavut

LEARNING AGREEMENT

DETAILS

Position Title: _____ Position #: _____
Department: _____ Region: _____
Community: _____ Training Period: _____

PURPOSE

To ensure that all parties involved in the learning experience understand and comply with the roles and responsibilities outlined in this agreement.

ROLES AND RESPONSIBILITIES

The Employee agrees to:

- ❖ Participate in the development of their learning plan.
- ❖ Take responsibility for gaining the competencies required for the target position.
- ❖ Demonstrate commitment to training and work responsibilities.
- ❖ Attend and complete any formal training sessions that have been approved.
- ❖ Look for opportunities to transfer skills developed during training to the workplace.
- ❖ Discuss and resolve any problems as they arise with his/her supervisor.
- ❖ Complete training progress reports, set learning objectives, and modify training plan as required.

Employee's Signature:

Date:

The Supervisor (or Designated Trainer) agrees to:

- ❖ Actively participate in the development of the learning plan.
- ❖ Facilitate opportunities for his/her employee to gain and apply new skills within the Division and Department.
- ❖ Acknowledge training milestones and accomplishments.
- ❖ Maintain regular, in-person contact with his/her employee.
- ❖ Provide continuous feedback and regular employee progress evaluations.
- ❖ Document performance issues and (if necessary) initiate the GN disciplinary process.
- ❖ Ensure a supportive and culturally appropriate learning environment.

Supervisor's Signature:

Date:

The Department agrees to:

- ❖ Assist in the development of a safe, encouraging and positive environment for the employee with his/her co-workers.
- ❖ Ensure proper paperwork is filed with the Human Resources practitioner in a timely manner.
- ❖ Ensure support of Senior Management in the development of the employee through encouraging, communicating and positive role-modeling.

Deputy Minister's Signature:

Date: