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| A picture containing drawing, light  Description automatically generatedSAMPLE Individual Learning Plan: Program Coordinator  |
|  Directions: The topics are broad descriptions. The Office of GME Resource List will provide some of these topics. You can also “Google” the topics (always insert “GME”).  |
| Adult Learning Principles: 1. Adults prefer to choose their own learning activities.
2. Learning is individual – no one method fits all
 |
| First 2 Months (ALL Required): 1. Basics of GME
2. Alphabet Soup of GME
 | 1. Program Structure – Beginner
2. Common Program Requirements – Introduction
3. Working remotely
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| **Basics of GME** (60 minutes):List learning modes used (online module, small group session, reading, other)1.
2.

Key Learning Point:Date completed:  | **Alphabet Soup of GME** (60 minutes):List learning modes (online module, small group session, reading, other)1.
2.

Key Learning Point: Date completed: |
| **GME Program Structure & Requirements** (60 minutes):List learning modes used (online module, small group session, reading, other)1.
2.

Key Learning Point: Date completed: | **Common Program Requirements – Introduction** (60 minutes):List learning modes used (online module, small group session, reading, other)1.
2.

Key Learning Point:Date completed: |

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| Next 4 months (choose 6):1. Evaluations & Assessment - Beginner
2. Program Evaluation Committee
3. Clinical Competency Committee
4. Program Management
5. Resident Remediation
 | 1. Understanding Milestones
2. Orientation
3. Recruitment
4. ADS Update
5. Working relationships in GME
6. NRMP Basics
7. Other
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| TOPIC:List learning modes used (online module, small group session, reading, other)1.
2.

Key Learning Point: Date completed: | TOPIC:List learning modes used (online module, small group session, reading, other)1.
2.

Key Learning Point:Date completed: |
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Key Learning Point: Date completed: | TOPIC:List learning modes used (online module, small group session, reading, other)1.
2.

Key Learning Point:Date completed: |

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| Year One Goals (Set after first 6 months) |
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| Thinking about the learning activities you have learned about, what goals do you have for the next six months: | 1.
2.
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| Coordinator Individual Learning Plan |
| **Second 6 months (Choose 6):**1. Evaluations & Assessment - Beginner
2. Program Evaluation Committee
3. Clinical Competency Committee
4. Program Management
5. Resident Remediation -- Advanced
 | 1. Understanding Milestones
2. Orientation
3. Recruitment
4. ADS Update
5. Working relationships in GME
6. NRMP Basics
7. Other
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| --- | --- |
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Key Learning Point: Date completed: | TOPIC:List learning modes used (online module, small group session, reading, other)1.
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2.

Key Learning Point: Date completed: | TOPIC:List learning modes used (online module, small group session, reading, other)1.
2.

Key Learning Point: Date completed: |

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| **End of Year Activities** |
| Map the academic year: Using your specialty and the expectations from the sponsoring institution, map out the academic year listing activities in each month.  |  |
| Complete the Self-Assessment Tool for Program Coordinators.  | Identify your strongest competency:Identify the competency that you would like to target this next year: |
| Setting goals: Thinking about the learning activities you have learned about, what goals do you have for the next year |  |

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| Coordinator Individual Learning Plan |
| **Year Two (Choose 4)**1. Evaluation – Advanced Topics
2. Curriculum Development in GME
3. Well-being in GME
4. Continuous Program Improvement
 | 1. Practice-based learning and residents
2. Mentoring quality improvement projects
3. Developing a network
4. Common Program Requirements – Advanced
5. Other
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| TOPIC:List learning modes used (online module, small group session, reading, other)1.
2.

Key Learning Point: Date completed: | TOPIC:List learning modes used (online module, small group session, reading, other)1.
2.

Key Learning Point: Date completed: |
| TOPIC:List learning modes used (online module, small group session, reading, other)1.
2.

Key Learning Point: Date completed: | TOPIC:List learning modes used (online module, small group session, reading, other)1.
2.

Key Learning Point: Date completed: |

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| **End of Year Activities** |
| Finding a Mentor |  |
| Complete the Self-Assessment Tool for Program Coordinators.  | Identify your strongest competency:Identify the competency that you would like to target this next year: |
| Setting goals: Thinking about the learning activities you have learned about, what goals do you have for the next year |  |

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| Coordinator Individual Learning Plan |
| **Year Three (Choose 4)**1. Evaluation – Advanced Topics
2. Curriculum Development in GME
3. Well-being in GME
4. Continuous Program Improvement
 | 1. Practice-based learning and residents
2. Mentoring quality improvement projects
3. Developing a network
4. Common Program Requirements – Advanced
5. Other
 |
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| --- | --- |
| TOPIC:List learning modes used (online module, small group session, reading, other)1.
2.

Key Learning Point: Date completed: | TOPIC:List learning modes used (online module, small group session, reading, other)1.
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Key Learning Point: Date completed: |
| TOPIC:List learning modes used (online module, small group session, reading, other)1.
2.

Key Learning Point: Date completed: | TOPIC:List learning modes used (online module, small group session, reading, other)1.
2.

Key Learning Point: Date completed: |

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| **End of Year Activities** |
| Career Planning: Attend a professional conference (ACGME, AHME, or your specialty educational conference) |  |
| Setting goals: Thinking about the learning activities you have learned about, what goals do you have for the next year |  |