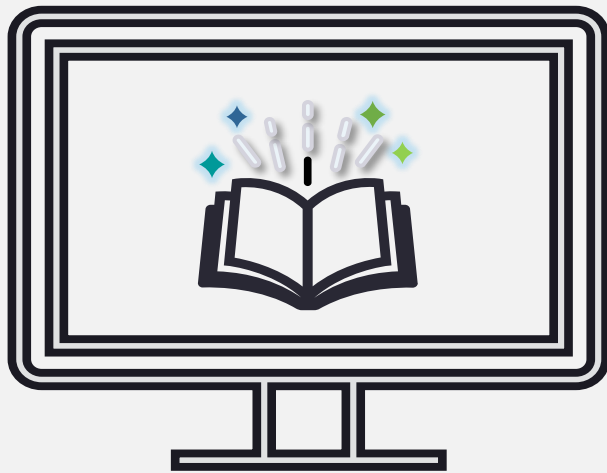# Title

Description

For each skill, you will find the recommended training modules for growing from **awareness** of skills basics to **developing** and using the skills with confidence. Some skills have skill benchmarks that will recommend additional training content.

How to use your digital learning guide

- Access activities quickly using the **Table of Contents**, which also acts as a **training plan**.

- Set **goals**, plan your **learning journey**, and establish **accountability** steps.

- Complete **activities** and **practice opportunities** to support training.

- **Review** suggested responses and **evaluate** your answers based on what you've learned.

- Progress from **basic awareness** to **confidence** by following recommended modules and completing **benchmarks**.

- **Reflect** on your experiences to enhance **self-awareness** and **critical thinking** and apply **knowledge** effectively.

- Use reflection to identify **strategies** for ongoing **personal** and **professional growth**.

Recommended Pacing

Pages are linked for easy access and suggested times are approximate. Create a training plan that works for you and your schedule. This is only a suggestion to get you started.

Day	Topic	Assignment Task	Page	Suggested time

Getting Started: Topic
Respond to the following questions. Type your responses in the box provided.

Question 1	Question 2	Question 3

Learning Goal: Topic

SMART goals provide structure and accountability. Review the example below to see the difference, then write your own learning goal for this topic.

Regular goal: *I want to enhance adaptability to varying team roles.*
SMART goal: *I want to develop the ability to effectively adapt to different team roles by participating in three different team tasks within the next two months, taking on a unique role or responsibility in each, and documenting lessons learned, and skills developed in a reflection log to review with a supervisor or mentor at the end of the period.*

Enter your response to each question.

Specific
What do you want to accomplish?

Measurable
How will you know you've met your goal?

Achievable
What actions must you take to reach this goal?

Relevant
Why is achieving this goal important to your career?

Timely
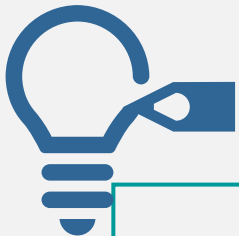When will you reach your goal?

Lesson title

Description

Click here to access course

Lesson Title

Notes and takeaways

Activity Title

Objective

Instructions

Example/image/content