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# Tool 8: Learning and Development Plan Template

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| **Organisational objective** | **Knowledge and skills required** | **Who will participate?** | **Learning and development activities/** **methods** | **How will this be evaluated?** | **Cost** | **Date** |
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*Adapted from NCVO, Skills 3*[*rd Sector; Training Needs Analysis*](https://www.slideshare.net/zulhamidi/training-needs-analysis-53448103)