L&D Strategy Template

Six steps from business goals to measurable results

1. Business goals (next 12-24 months)

Talk to leaders first. What is changing, and what has to go right?

Goal 1

Goal 2

Goal 3

2. Skills gaps

For each goal, compare the skills it needs with the skills you have today.

Goal	Skills needed	Where we are today	Who is affected

3. Prioritize (pick 3 to 5)

Score each gap 1-5 on business impact and urgency. Multiply. Start with the highest scores.

Gap	Impact (1-5)	Urgency (1-5)	Score

4. Choose solutions

Match each priority gap to the right format: eLearning, workshop, coaching, job aid or mentoring. Not every gap needs a course.

Priority gap	Solution / format	Build / buy / outsource	Owner

5. Delivery and budget

Platform and tools (LMS, authoring tools)

Timeline and milestones

Budget and internal hours

6. Measure and adjust

Agree on success upfront. Review every quarter.

Program	Metric	Baseline	Target

Quick check before you launch

- ☐ Every program links to a business goal
- ☐ Managers know their role
- ☐ We have a baseline to measure against
- ☐ We know what we will stop doing
- ☐ Learners know why it matters to them
- ☐ Review dates are in the calendar

Full guide: elearningsolutionslab.com/learning-and-development/ | Need help? elearningsolutionslab.com/contact/