

Ethos - Job Aid: Learning Development Plan (LDP) - Create or Select a Plan (All Employees)



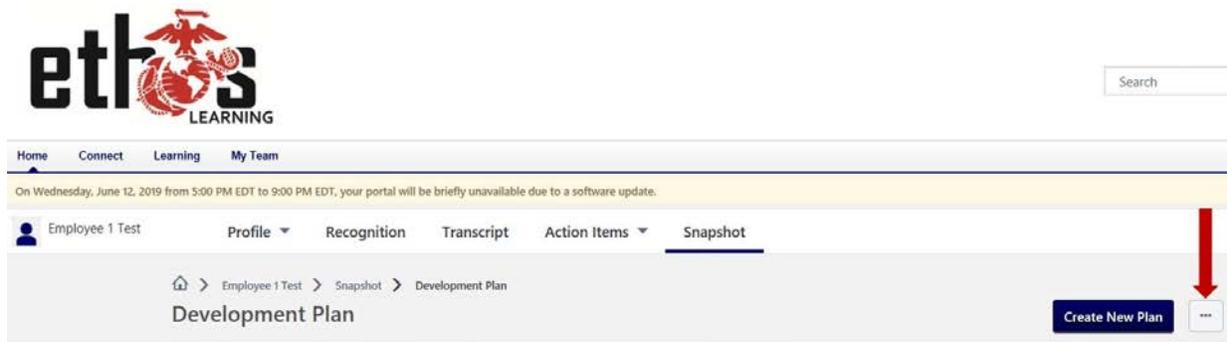
This job aid will provide step-by-step instruction on how to select an LDP plan template, create a learning development plan from scratch, and navigate active plans. Clear screenshots are included to help guide each step. Best practices are listed within the content of this training. By the end of this job aid, Employees will have all the tools available to properly select LDP templates or create a plan to meet their needs for the performance year.

- ☰ Select a Plan Template
- ☰ Create a Plan From Scratch
- ☰ Navigating Active Plans

Select a Plan Template

JA Jessica Anderson

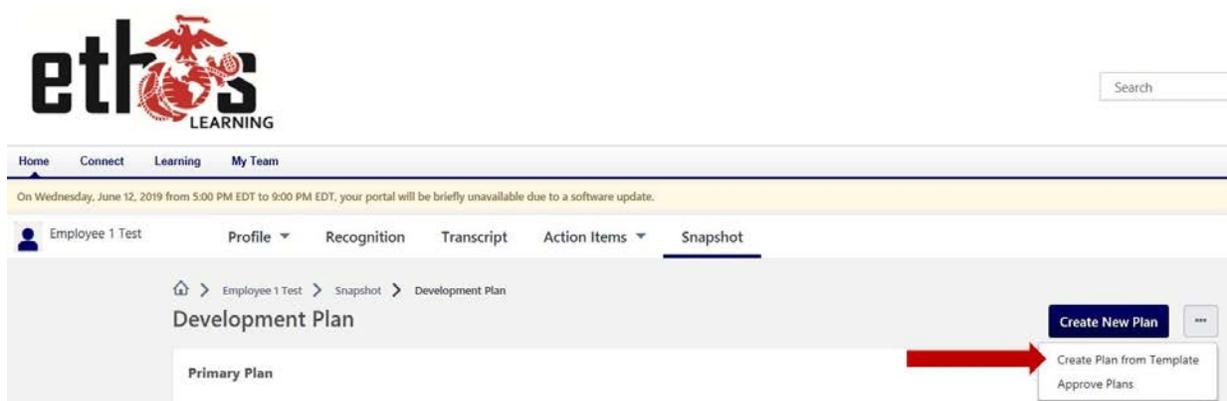
- Login to Ethos.
- Hover over the **Learning** Tab and click **Learning Development Plans** from the drop-down menu.
- Click on the **ellipsis** (box with 3 dots), to the right of "Create New Plan".



Click ellipsis (box with 3 dots) to the right of "Create New Plan".

1

- Select the **Create Plan from Template** option (as seen in screenshot below).



Select the Create Plan from Template option.

- **Search** for a part of the title for the appropriate LDP Template to be used (e.g. Retail Position, CYP Position, etc.), or scroll through to see all options.
- There is an option to **Preview** the plan (i.e., is this plan a good start to edit).
- There is an option to **Apply Template** to select the desired plan for use.

On Wednesday, June 12, 2019 from 5:00 PM EDT to 9:00 PM EDT, your portal will be briefly unavailable due to a software update.

Home > Connect > Learning > My Team

Snapshot > Dev Plan > Development Plan Templates

Development Plan Templates

Choose a template to create a development plan from.

Template	Preview	ID	Category	Date Created	Actions
1 Objective Plan Template	Preview	RQWATGOIF	Position Specific	6/11/2019	Apply Template
2 Objective Plan Template	Preview	XXDFOAZUY	Position Specific	6/11/2019	Apply Template

Search for a plan, **Preview** plans, and **Apply Template** to use a plan.

BEST PRACTICE

How to **determine** the plan template to use:

- **Preview** plan to determine if it is the **best fit** for employee use
 - **Cancel** if the plan being previewed **does not meet** the employee's **needs**
 - **Apply** if the plan is the **best fit** or can be **modified** to meet employee needs

The following process outlines how to adjust the selected plan to meet the employee's needs specifically.

How to Edit Selected Plan Template

On the LDP Create a Plan Page you will have multiple steps to complete in order to prepare an individualized plan.

Learning Development Plans are minimally required to have one Objective with one Training item to meet the goal of said Objective. There is no maximum limit.

When ready click START.

Step 1

Begin Editing Template

Create a Plan

Define your development plan by adding objectives and action steps

General Information

Plan Title*

Category

Description

B I S U L H1 H2 H3 H4 H5 H6 | **¶** | **☰** | **☒** | **☑** | **☒** | **☑** | **☒** | **☑**

1. Change the Title Above to: Your full name and FY #### (Year)
2. Leave the Category Above as: Position Specific
3. Change this full description to something like: To identify learning activities that will support FY #### performance goals.
4. Below change the title of the Objective (Topic of training to be completed in this section)
5. Below change the training to meet the objective (Add Online Training or Action Step(s) as example). Use the two icons to the far right of the Objective Title to "Add Training" or "Add Action Step".

1. Begin by changing the title of the plan to **the Employee's Name & Performance/FY#### (year)**.
2. The Category is **Position Specific**.
3. **Description** can be changed to describe the plan being developed.

Step 2

Edit Each Objective Section

Development Objectives

Add Objective

What skills would you like to develop to help meet your goals? Make this generic here.

Category: Performance Goal

Add Development Action Item or Online Training to meet the Objective above

Activity Type: Performance Task Progress: 0% Due Date: 9/12/2019

What skills would you like to develop to help meet another goal? Be generic here.

Category: Performance Goal

Must have at least one training item listed under each Objective

Activity Type: Performance Task Progress: 0% Due Date: 9/12/2019

Training Objectives are to be **narrowed down and edited** as necessary.

- Select the **Pencil Icon** to the right of each Objective box on the LDP to view **editing options** within each section.
- Select the **"X" Icon** to the right of an Objective box on the LDP to **delete the whole Objective section** if it is determined **not needed** at this time.

Step 3

Edit Training Items Within Each Objective Section

Edit Development Objective
Development Objectives represent what you need to learn or do in order to complete your development plan.

Objective Title
What skills would you like to develop to help meet your goals? Make this generic here. 1

Category
Performance Goal 2

Learning and Development

Search For Learning 3 Add Development Action

Find learning opportunities to help you achieve your objective. Create your own actions to make your objective happen.

Add Development Action Item or Online Training to meet the Objective above Activity Type: Performance Task Progress: 0% Due Date: 9/12/2019

Edit Development Objective

1. Begin by changing the Objective Title to generally reflect a development idea, goal or topic area.
2. The category should be "Performance Goal"

Learning and Development

Training items already listed on the template **can be** added to, edited, or deleted.

- **Search for Learning** to add training from the Ethos Course Catalog
- **Add Development Action** to add training outside of Ethos
- Select the **Pencil Icon** to the right of the training for editing
- Select the **"X" icon** to the right of the training to be deleted

Step 4

Search for Learning



Add Learning to New Objective

1 Search For Learning

563 Results

TYPE
SUBJECT 2
DURATION

Online Class
Time Management Basics
1 hour, 33 minutes
Add to Objective 3

Online Class
First Time Management Success
2 hours, 6 minutes
Add to Objective

Material
Universal Class: Time Management 101
7 hours
Add to Objective

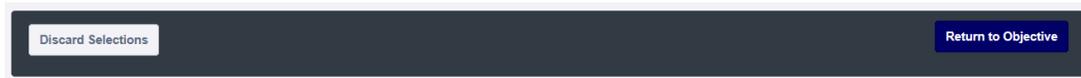
Online Class
Project Scope and Time Management
4 hours, 6 minutes
Add to Objective

There are three basic steps to Search for Learning found within the Ethos Catalog.

1. Use the **Search Box** to find training by **key word**: i.e. Time Management, Communication, Leadership, etc.
2. **Filter** by Type, Subject, or Duration (optional).
3. Review results to **find course(s)** to **Add to the Objective**, Goal, or Topic area being developed.
 - a. Click **Add to Objective** below the training title, to add the course to the LDP objective section.
 - b. If there are multiple courses to add, click "**Add to Objective**" for each one seen on the page.
 - c. If a selected **course is no longer wanted** on the plan, click **Remove from Objective**-below the training title-when on the Search for Learning page.
 - d. To see the **course description**, **click the title** of the training.

Step 5

Close Search for Learning



At the bottom of the search window there are two options:

- **Discard Selections** - to undo all selections and return to the Objective.
- **Return to Objective** - saves all selections and returns to the Objective.

Add Development Action

Development Action

Description*

Activity Type

Performance Task

Due Date*

9/12/2019 

Progress

0

Development Actions can be anything an employee is going to do to support a goal outside of Ethos. For example, External Training, Job Shadowing, Coaching, Mentoring, Reading Materials, Certification, etc.

- **Description** - share/describe what action will be taken to further develop the goal.
- **Activity Type** - a drop-down menu to select a category that best reflects the description.
- **Due Date** - defaults to 90 days from the time of creating the Development Action. Edit as necessary.
- **Progress** - starts at 0 (zero) and is updated throughout the performance period until complete at 100.

Close Development Action

Cancel

Done

At the bottom of the Add Development Action window there are two options:

- **Cancel** - delete changes and return to the Objective.
- **Done** - save changes and return to the Objective.

Step 8

Edit All Due Dates

Edit Development Objective
Development Objectives represent what you need to learn or do in order to complete your development plan.

Objective Title
What skills would you like to develop to help meet your goals? Make this generic here.

Category
Performance Goal

Learning and Development

Search For Learning Add Development Action

Find learning opportunities to help you achieve your objective. Create your own actions to make your objective happen.

Add Development Action Item or Online Training to meet the Objective above Activity Type: Performance Task Progress: 0% Due Date: 9/12/2019

Time Management Basics Learning Type: Online Class Due Date: 9/12/2019

Discard Changes Save and Add Another Save and Return to Plan

Edit all due dates for each training item remaining **within each Objective section** on the LDP.

- All due dates for each training item **default to 90 days** from the day you access this plan.
- Change the **due dates** for each training to be **spread throughout the year** or **due at the end** of the Performance Year.

If a training item needs to be removed from the list, use the "X" icon to the right of the training item to be deleted.

Complete Objective Section Edits



Discard Changes

Save and Add Another

Save and Return to Plan

As each Objective section is edited, the following options are available at the end of the Development Objective page:

- **Discard Changes** - Used when the employee decides **not to execute the changes** made (similar to "Undo" for all changes made).
- **Save and Add Another** - Used when the employee wants to **save current changes** and **add an additional Objective** section (for another goal/topic).
- **Save and Return to Plan** - Used when employee wants to **save current changes** and **return to the full plan view**.

Next Steps

Once **all changes** to the **training items** listed and **due dates** have been **adjusted**, the **Assignment Process** can begin.



Complete the content above before moving on.

4

- Once the **Plan** has been **edited** completely, and the user has selected **Save and Return to Plan**.
- Scroll down the LDP page to the **Assignment Section**.
- There is one radio button: **Self Only**. Self Only is the **default** selection.

Assignment

Select the criteria that defines who will be included in this assignment

Self Only

Designate this as the Primary Plan for assignees

Employee View of Assignment Section.

5

Designate this as the Primary Plan for assignees

Employee Choice

In this step employees have an opportunity to designate this LDP as their Primary Plan.

- Check the **box** to designate as **Primary**
- Leave the **box blank** to **NOT** designate as **Primary**

6

- At the very bottom of the page there are buttons for: Discard Changes, Save as Draft, and Submit Plan.
- **Discard Changes** will cancel out every adjustment made to the LDP Template.
- **Save as Draft** will save changes, so further edits can be done later. The draft is found in the list that appears immediately upon selecting Learning Development Plans from the Learning Drop-down.
- **Submit Plan** will save the plan as changed and request the supervisor approve or deny the plan.

Designate this as the Primary Plan for assignees

Discard Changes

Save as Draft

Submit Plan

The Final Step

7

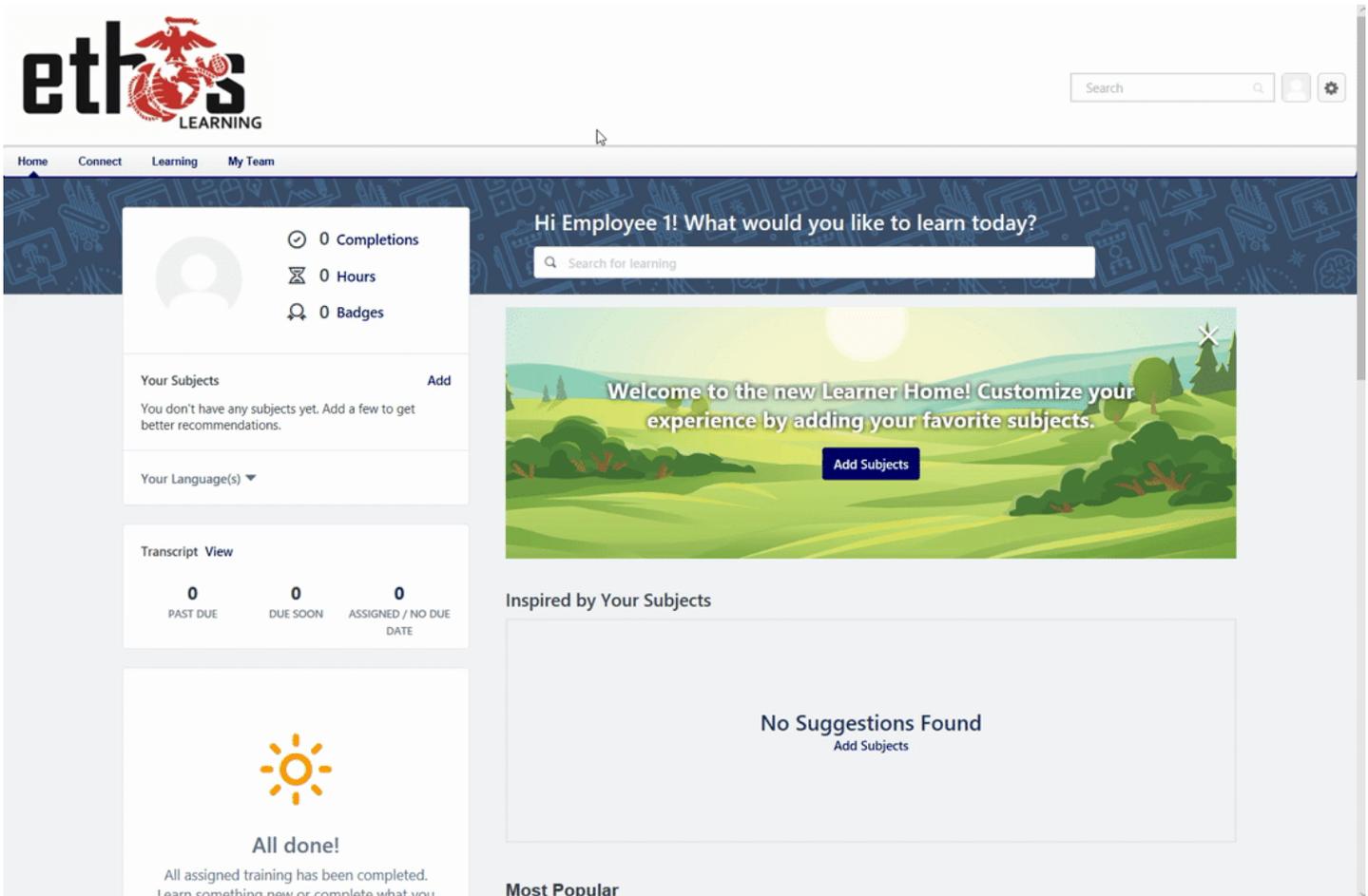
- For questions or further assistance contact the Headquarters Ethos Help Desk:
- EthosLMS@usmc-mccs.org

8

The following is a visual demonstration outlining how to select a Plan Template using the steps above.

- There is no narration with either video.
- The video provides the "mouse clicks" as outlined in this job aid.

Visual Demonstration-Select an LDP Template



Summary

Following the **steps** outlined in this job aid are **critical to selecting** Learning Development Plan Templates **correctly**.

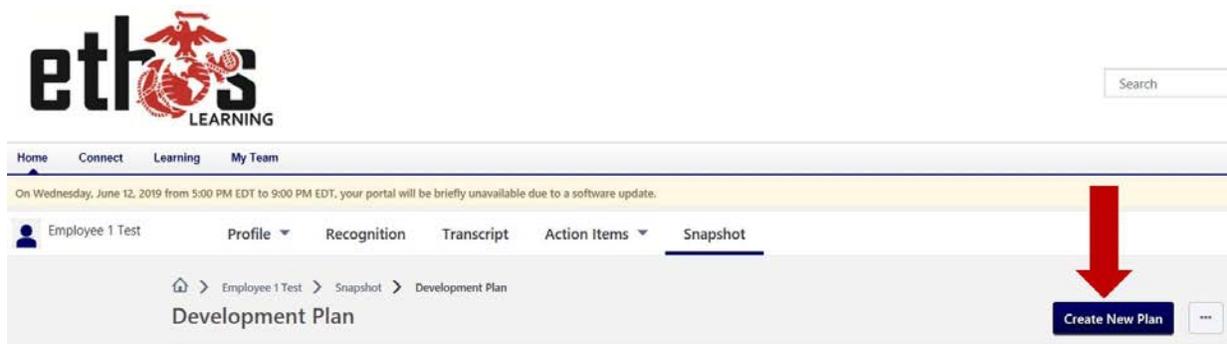
Always:

- Create a draft of your performance goals first
 - Find the template that best fits the employee/position, based on those goals
 - Make changes after visiting with your supervisor
 - Edit where necessary (delete extra training items, or add training items)
 - Adjust the Due Dates for each training item listed in each objective section
 - Reach out to the Headquarters Ethos Help Desk as needed:
 - EthosLMS@usmc-mccs.org
-

Create a Plan From Scratch

JA Jessica Anderson

- **Login** to Ethos.
- Hover over the **Learning** Tab and click **Learning Development Plans** from the drop-down menu.
- Click on **Create New Plan**.



1

- 1 Begin by adding a **Plan Title**: **Employee Name and Performance Year** (or FY #####)
- 2 The **Category** is **Position Specific**.
- 3 Add a **Description**: i.e., "This learning development plan will support my performance goals for ##### (year)."

Create a Plan

Define your development plan by adding objectives and action steps

General Information

Plan Title*

 1

Category

Position Specific

 2

Description

B I S U T H1 H2 H3 H4 H5 H6

 3

2

- **Development Objectives Section**
- Select the **Add Objective** button
- There **must** be **at least one** Objective on the Learning Development Plan.

Development Objectives



There are no development objectives. Would you like to add one?

Add Objective

3

- 1 **Objective Title:** a **general phrase** to share the **goal/topic** being **developed** (i.e., Time Management Skills).
- 2 The **Category** is typically **Performance Goal**.
- 3 **Learning and Development** provides two options for **adding training** to support the stated Objective: **Search for Learning** and **Add Development Action** (further outlined in next steps).

Add Development Objective

Development Objectives represent what you need to learn or do in order to complete your development plan.

Objective Title

Category

Learning and Development

Search For Learning

Find learning opportunities to help you achieve your objective.

Add Development Action

Create your own actions to make your objective happen.

NOTE: Each objective must have at least one Learning and Development item. There is no maximum.

4

SEARCH FOR LEARNING	CLOSE SEARCH FOR LEARNING	ADD DEVELOPMENT ACTION	CLOSE DEVELOPMENT
<p>There are three basic steps to Search for Learning found within the Ethos Catalog.</p> <ol style="list-style-type: none"> 1. Use the Search Box to find training by key word: i.e. Time Management, Communication, Leadership, etc. 2. Filter by Type, Subject, or Duration (optional). 3. Review results to find course(s) to Add to the Objective, Goal, or Topic area being developed. <ol style="list-style-type: none"> a. Click "Add to Objective" below the training title, to add the course to the LDP objective section. b. If there are multiple courses to add, click "Add to Objective" for each one seen on the page. c. If a selected course is no longer wanted on the plan, click "Remove from Objective" -below the training title-when on the Search for Learning page. d. To see the course description, click the title of the training. 			



Add Learning to New Objective

1

563 Results

TYPE

SUBJECT 2

DURATION

Online Class **Time Management Basics**
1 hour, 33 minutes **Add to Objective** 3

Online Class **First Time Management Success**
2 hours, 6 minutes **Add to Objective**

Material **Universal Class: Time Management 101**
7 hours **Add to Objective**

Online Class **Project Scope and Time Management**
4 hours, 6 minutes **Add to Objective**

SEARCH FOR LEARNING CLOSE SEARCH FOR LEARNING ADD DEVELOPMENT ACTION CLOSE DEVELOPMENT ACTION

At the bottom of the search window there are two options:

- **Discard Selections** - to undo all selections and return to the Objective.
- **Return to Objective** - saves all selections and returns to the Objective.

Discard Selections Return to Objective

SEARCH FOR LEARNING CLOSE SEARCH FOR LEARNING ADD DEVELOPMENT ACTION CLOSE DEVELOPMENT ACTION

Development Actions can be anything an employee is going to do to support a goal outside of Ethos. For example, External Training, Job Shadowing, Coaching, Mentoring, Reading Materials, Certification, etc.

- **Description** - share/describe what action will be taken to further develop the goal.
- **Activity Type** - a drop-down menu to select a category that best reflects the description.
- **Due Date** - defaults to 90 days from the time of creating the Development Action. Edit as necessary.
- **Progress** - starts at 0 (zero) and is updated throughout the performance period until complete at 100.

Development Action

Description*

Activity Type

Due Date*

Progress

SEARCH FOR LEARNING

CLOSE SEARCH FOR LEARNING

ADD DEVELOPMENT ACTION

CLOSE DEVELOPMENT ACTION

At the bottom of the Add Development Action window there are two options:

- **Cancel** - delete changes and return to the Objective.
- **Done** - save changes and return to the Objective.

Cancel

Done



Complete the content above before moving on.

Edit all due dates for each training item **listed for the Objective Section**.

- All due dates for each training **default to 90 days** from the day the plan is created.
- Change the **due dates** for each training to be **spread throughout the year** or **due at the end** of the Performance Year.

If a training **item needs to be removed** from the list, **use the "X" icon** to the right of the training item to be deleted.

Add Development Objective

Development Objectives represent what you need to learn or do in order to complete your development plan.

Objective Title

Category

Learning and Development

Find learning opportunities to help you achieve your objective. Create your own actions to make your objective happen.

	Time Management Basics	Learning Type: Online Class Due Date: <input type="text" value="9/12/2019"/>	<input type="button" value="X"/>
	Make Meetings Work & Tackle Time Management Troubles	Learning Type: Online Class Due Date: <input type="text" value="9/12/2019"/>	<input type="button" value="X"/>
	Learn Time Management, Get Organized & Get Everything Done	Learning Type: Online Class Due Date: <input type="text" value="9/12/2019"/>	<input type="button" value="X"/>

Finalizing this Objective Section, then determine if another section is necessary or to return to the Plan.

6

As each Objective section is created per the process outlined above, the following options are available at the end of the Development Objective page:

- **Discard Changes** - Used when the employee decides to **completely delete** this Objective section of the plan.
- **Save and Add Another** - Used when the employee wants to **save the current Objective** development and **add an additional Objective section** (for another goal/topic).
- **Save and Return to Plan** - Used when the employee is **finished building** this Objective Section and wants to **return to the full plan view**.

Options at the bottom of the Objective Section when creating.

- Once the **Plan** has been **created**, and the user has selected **Save and Return to Plan**
- Scroll down the LDP page to the **Assignment Section**.
- There is one radio button: **Self Only**. This is the default selection.

The screenshot shows a form titled "Assignment" with the instruction "Select the criteria that defines who will be included in this assignment". Below this, there is a radio button labeled "Self Only" which is selected. At the bottom of the form, there is a checkbox labeled "Designate this as the Primary Plan for assignees" which is currently unchecked. The bottom of the form features a dark bar with three buttons: "Discard Changes", "Save as Draft", and "Submit Plan".

This close-up shows the checkbox "Designate this as the Primary Plan for assignees" which is now checked with a blue checkmark.

Employee Choice

In this step employees have an opportunity to designate this LDP as their Primary Plan.

- **Check the Box** to designate as **Primary**
- Leave the **box blank** to **NOT** designate as **Primary**

- At the very bottom of the page there are buttons for: Discard Changes, Save as Draft, and Submit Plan.

- **Discard Changes** will completely delete the Development Plan just created.
- **Save as Draft** will save the information added, so further edits can be done later. The draft is found in the list that appears immediately upon selecting Learning Development Plans from the Learning drop-down.
- **Submit Plan** will save the plan as developed and request the supervisor approve or deny the plan.

Designate this as the Primary Plan for assignees

Discard Changes **Save as Draft** **Submit Plan**

10

- For questions or further assistance, contact the Headquarters Ethos Help Desk:
- EthosLMS@usmc-mccs.org

11

The following is a visual demonstration on how to Create a Learning Development Plan from Scratch using the steps above.

- **There is no narration with the video.**
- **The video provides "mouse clicks" as outlined in this job aid.**

Visual Demonstration-Create an LDP from Scratch



0 Completions
0 Hours
0 Badges

Your Subjects [Add](#)

You don't have any subjects yet. Add a few to get better recommendations.

Your Language(s) ▾

Transcript View

0 PAST DUE 0 DUE SOON 0 ASSIGNED / NO DUE DATE



All done!

All assigned training has been completed. Learn something new or complete what you

Hi Employee 1! What would you like to learn today?



Inspired by Your Subjects

No Suggestions Found
[Add Subjects](#)

Most Popular

Summary

Following the **steps** outlined in this job aid are **critical** to **creating** Learning development Plans **correctly**.

Always:

- Create a draft of your performance goals first.
- Create Objectives with Learning to support your goals for the year.
- Make changes after visiting with your supervisor.
- Adjust the Due Dates for each training item listed in each objective section.
- Reach out to the Headquarters Ethos Help Desk as needed:
 - EthosLMS@usmc-mccs.org

Navigating Active Plans



This section will outline how to View, Edit, Print, Cancel, and Designate as Primary Plan for any learning development plan found on an employee's Development Plan page.

1

- 1 Login to Ethos.
- 2 Hover over the **Learning Tab**, and click **Learning Development Plans** from the drop-down menu
- 3 Find all created Learning Development Plans listed [here](#).

Home Connect Learning My Team

Employee 1 Test Profile Recognition Transcript Action Items Snapshot

Home > Employee 1 Test > Snapshot > Development Plan

Development Plan

Create New Plan

Primary Plan

Employee 1 Performance Year or FY 2019

Due Date : 3/31/2020 Status : Pending Acceptance Approval Created : 6/14/2019

0% COMPLETE

Other Plans

Sort By: Create Date Display Cancelled Plans Hide Completed and Past Due Plans

SAMPLE--Retail Sales Specialist NF-2 INITIAL	0%
Due Date : 11/14/2019 Status : Pending Acceptance Approval Created : 6/11/2019	
First Last Name FY### (year)	0%
Due Date : 9/12/2019 Status : Pending Acceptance Approval Created : 6/12/2019	
First Last Name FY### (year)	0%
Due Date : 9/12/2019 Status : Pending Acceptance Approval Created : 6/12/2019	

2

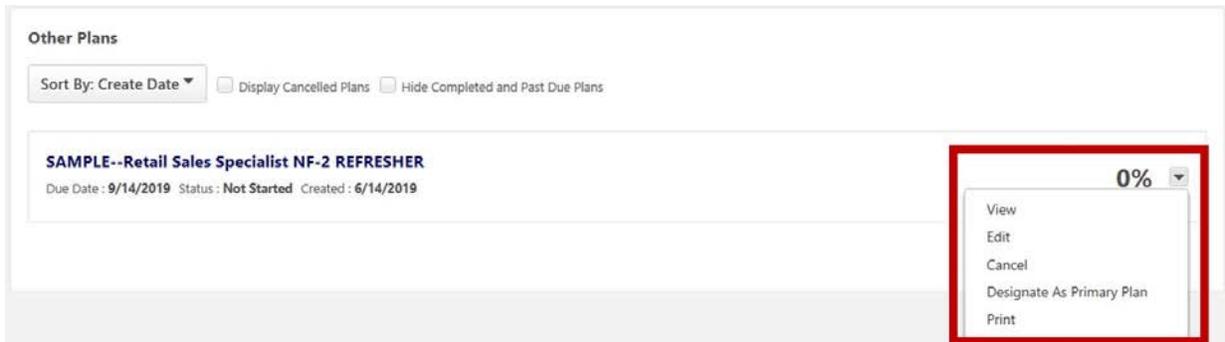
- The **Primary Plan** is listed **first** and separate from the Other Plans.
- To the far right of the primary plan is a **drop-down carrot**.
- The drop-down for the Primary Plan provides options to View, Edit, Cancel or Print.



i Note: The Cancel option will appear in this drop-down menu once the manager approves the submitted plan, upon being assigned a plan by the manager, or when the plan is in Draft status.

3

- All **Other Plans** are listed **below** the Primary Plan.
- To the far right of each plan is a **drop-down carrot**.
- The drop-down for all Other Plans provide options to View, Edit, Cancel, Designate As Primary Plan, and Print. .



4

VIEW

Lets you view the Development Plan as a whole, update Development Action Progress, and Launch training.

This process will be outlined in detail in the next section.

1 of 5

EDIT

Lets you edit the Details, Development Actions, and Training part of the Development Plan.

As outlined when creating or selecting a plan template in previous chapters.

2 of 5

Lets you delete your plan.

CANCEL

If the plan is in any other status besides "Draft", then managers will need to approve the cancellation.

3 of 5

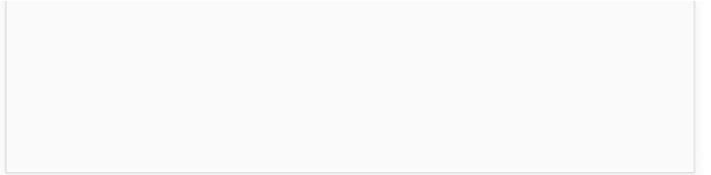
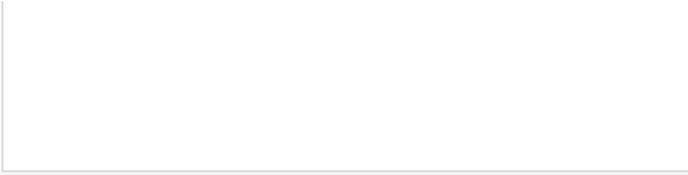
DESIGNATE AS PRIMARY PLAN

Lets you set the plan as your Primary Plan.

4 of 5

PRINT

Lets you export your plan to print as PDF.



5 of 5

5

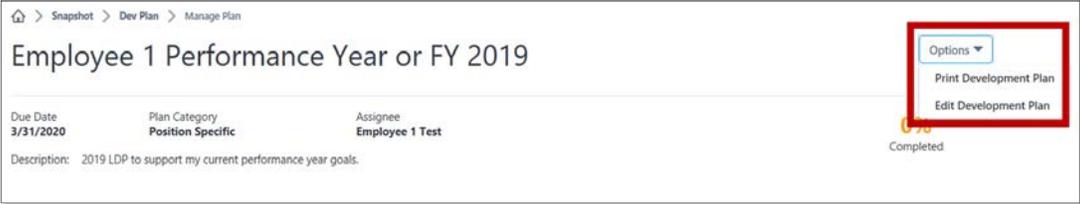
Options When Viewing An LDP

Introduction

This process will outline some best practices when viewing an LDP, and working through training to gain completion.

Step 1

Initial View of Primary Plan



Displayed are the Title, Due Date (last due date found within plan), Plan Category, Assignee, Description, Completed Status by Percent, and Two Options.

- **Print** Development Plan
- **Edit** Development Plan

Development Objectives Section

DEVELOPMENT OBJECTIVES

Communication Skills

Category: **Performance Goal**

	Successful Communication and Process Management Skills Learning Type: Online Class Progress: Not Started Due Date: 3/31/2020	Request 
	Personal Communication: You Deliver a Great Elevator Pitch Learning Type: Online Class Progress: Not Started Due Date: 11/15/2019	Request 

Objective Comments

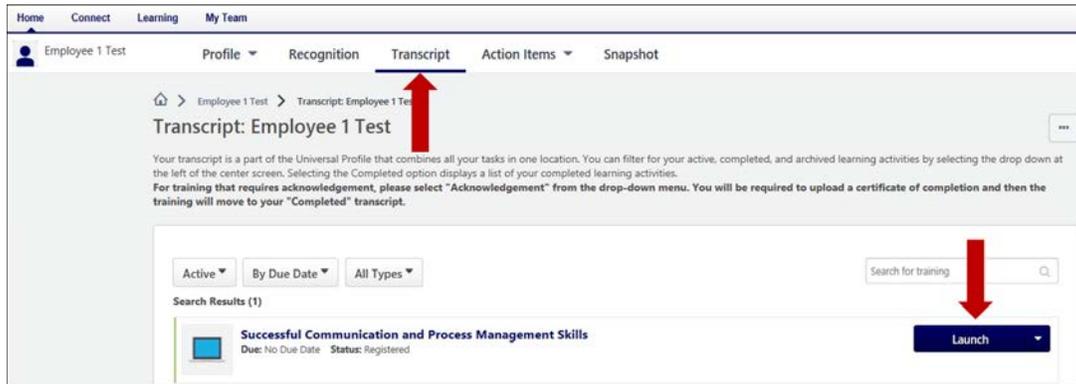
Add a Comment 

Each **objective title** and **category** is listed with **associated training**, and a **place for comments**.

Users can request training directly from the LDP by clicking **Request**.

Step 3

Request Training



The screenshot shows the LDP interface for 'Employee 1 Test'. The 'Transcript' tab is selected in the top navigation bar, indicated by a red arrow. Below the navigation, the breadcrumb path is 'Employee 1 Test > Transcript: Employee 1 Test'. The main heading is 'Transcript: Employee 1 Test'. A red arrow points to the 'Transcript' tab. Below the heading, there is a search bar with the text 'Search for training' and a magnifying glass icon. A red arrow points to the search bar. Below the search bar, there are filter buttons: 'Active', 'By Due Date', and 'All Types'. Below the filters, it says 'Search Results (1)'. A single training item is listed: 'Successful Communication and Process Management Skills' with a blue icon, 'Due: No Due Date', and 'Status: Registered'. A red arrow points to the 'Launch' button next to the training item.

When **Request** is selected for a training item, the user is **taken to the transcript** where the training is ready to **Launch** and work through to completion.

Upon completing this training item, it will automatically update to a completed status on the LDP.

Step 4

Comments per Objective Section

Objective Comments

Add a Comment

Comments per Objective are **optional**; however when updating a Development Action, it is **highly recommended**.

Comments **ensure clear communication** about any changes or updates made to the specific Objective Sections of the LDP.

Step 5

Sample Comment

Objective Comments

6/17/2019 started working on the first course in this section.

Save

Cancel

Comments are meant to be **dialog between the employee and the manager** when reviewed periodically.

Step 6

Updating Development Action Progress

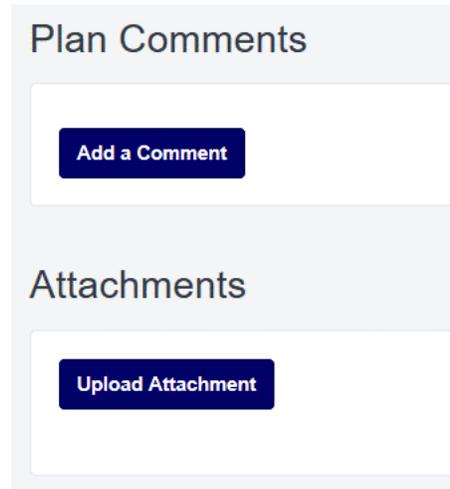


The screenshot displays a development action card titled "Mentoring with Co-worker" under the category "Performance Goal". The main objective is "Conduct a single mentoring meeting with co-worker 1", with an activity type of "Mentoring", a progress of "0%", and a due date of "3/31/2020". A progress bar at the top right shows a circle at the 0% mark on a scale from 0% to 100%, with the text "0% Complete" below it. A red arrow points to this circle. Below the objective, there is a section for "Objective Comments" with a blue "Add a Comment" button. A red arrow points to this button.

Development Actions have a **progress bar** that can be **adjusted** periodically. Toggle the circle along the **0-100%** bar to share progress toward completion.

It is **highly recommended** to **add a comment** regarding changes to this type of training on an LPD.

Plan Comments and Attachments

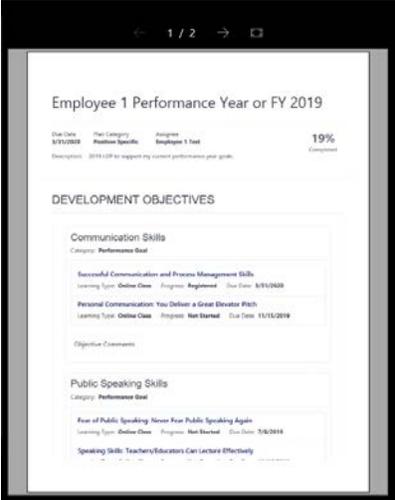


The image shows a user interface for 'Plan Comments and Attachments'. It consists of two main sections: 'Plan Comments' and 'Attachments'. Each section has a corresponding button: 'Add a Comment' for the first section and 'Upload Attachment' for the second. The buttons are dark blue with white text. The sections are light gray with rounded corners.

Plan Comments – this is a place to provide an overall comment about the plan. Again, providing clarity and dialogue to the manager.

Attachments – upload documentation to support learning objectives or training items, as needed.

Print Plan



Pictured is a sample of printing a plan as PDF.

Summary

This process can be repeated as necessary to complete the entire plan.

For Assistance Contact

Headquarters Ethos Help Desk at: EthosLMS@usmc-mccs.org
