

MyeEMBA Personal Learning Guide Template
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Your Personal Learning Guide helps you, your employer and even your MBA team members get the most from their program investment. The goal is to apply what you learn in your MBA program to your career situations. The Personal Learning Guide concept is the work of Dr. Robert O. Brinkerhoff, an expert in learning effectiveness and author of [The Learning Alliance](#). I adapted the concept and created a tool for MBA students, primarily for Executive MBA, part time MBA, and online MBA students.

The Personal Learning Guide helps organize [information about your program, your goals](#), and it helps prepare you for the meetings with your immediate supervisor, coworkers, direct reports, and MBA team members (subjects of future posts on [www.blog.myeemba.com](#)). The guide has two parts: one is for use *before* day one of the MBA program, and the other is for use throughout the program.

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Part One: Pre-Attendance Worksheet

Part One of the Personal Learning Guide focuses on your company's change goals, challenges, solution strategies, and [your personal goals](#). You start with a series of questions that relate to your company. During the meeting with your immediate supervisor, allocate 30-45 minutes to discuss and agree on answers to the questions below.

Note: If you are unable to meet with your supervisor, imagine that you had done so, and complete the worksheet based on what you think you would have concluded.

1. My company is undergoing changes in response to economic, market, and technological forces. What are the critical change goals for my company?
 - 1.1. Critical Change Goal #1:
 - 1.2. Critical Change Goal #2:
 - 1.3. Add Critical Change Goals as appropriate
2. What particular challenges, barriers, or issues will my company need to resolve in order to achieve these change goals? List as many as you want; however, prioritize them so you can focus on the top three or four.
 - 2.1. Challenge, barrier, issue #1:
 - 2.2. Challenge, barrier, issue #2:
 - 2.3. Challenge, barrier, issue #3:
 - 2.4. Add Challenges, barriers, issues as appropriate:
3. At this point, what solution strategies, if any, is the leadership of my company planning to address concerning these issues?
 - 3.1. Solution strategy #1:

3.2. Solution strategy #2:

3.3. Solution strategy #3:

3.4. Add solution strategies as appropriate

4. What is my role and that of my work group in helping my company implement these strategies?

Part Two of the Personal Learning Guide focuses on your MBA program's course content and helping you capture what you learn during your MBA program and then places it in the context of your company's goals, challenges, solution strategies, and your personal goals.

Date(s) of Instructional Period(s) for which this worksheet applies (e.g. weekly class meetings or class weekend):

Part 2 questions that you should answer for each instructional period include:

1. Based on what I learned, to what extent are my company's goals still complete and valid?

2. Based on what I learned, how would I modify or amend the critical challenges/issues faced by my company?

3. Based on the above, what specific actions do I suggest for:
 - a. My immediate supervisor or other company leaders:

 - b. Myself:

 - c. My coworkers and work group:

4. Reflecting on your goals for the MBA program, do you have any insights, issues, or conclusions to capture?

5. Identify the three things that you think you can do when you return to work that you think will have the most significant payoff for your company.

6. Identify the one most significant thing about this program that you feel will have the most significant long-term results for you personally and professionally.