

## Action Steps to Support Your Learning: *A Guide for Employees*

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This guide offers suggestions to help you make the most of your training experience—prior, during and after the workshop. Please use it as you prepare for this workshop opportunity so that you can be clearer about why you are attending, become a more active learner, and know what to ask from it.

### *Prior to the Workshop*

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| <b>REVIEW</b> and be clear on the workshop's goals and objectives.  |
| <b>MEET</b> with your supervisor to discuss and set expectations. Some questions to consider:   |
| <ul style="list-style-type: none"><li>• What do you, and your supervisor, hope to get out of the workshop?</li><li>• Are there specific projects, tasks, or situations related to the program content you can work on during the training session?</li><li>• What support will you need from your supervisor to apply the new skills/knowledge when you return from the workshop?</li></ul> |
| <b>THINK</b> about what you want to gain from this training.  |
| <ul style="list-style-type: none"><li>• How will the training improve your current performance?</li><li>• How will it advance your reputation and expertise?</li><li>• What new competencies will you gain from attending?</li></ul>  |
| <b>DEVELOP</b> an action plan with time lines to help you set realistic goals to apply to new ideas and skills. Use these questions as a guide:   |
| <ul style="list-style-type: none"><li>• What actions will I take?</li><li>• How will I take these actions?</li><li>• Who will help me take action?</li><li>• Who will prevent me from taking action?</li><li>• When will I take action?</li></ul>   |

*Add your own questions and strategies.*

*During the Workshop*

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| <b>BE</b> a fully engaged participant by taking:   |
| <ul style="list-style-type: none"><li>• Active involvement in oral discussions and skill practice sessions.</li><li>• 100% for your learning by asking questions and asking for clarification.</li></ul>   |
| <b>LEARN</b> from other participants as well as the presenter.   |
| <b>BE</b> open to new ideas and ways of doing things.  |
| <b>FOCUS</b> on main ideas and decide what is important.   |
| <b>MAINTAIN</b> an “ideas and applications” worksheet or notebook to:  |
| <ul style="list-style-type: none"><li>• Look for useful ideas throughout training.</li><li>• Listen for relevant ideas and then use your skills and experience to convert those ideas into applications to the job</li><li>• Provide a visible record that you can share with your supervisor as a basis for transfer-oriented discussions upon your return to work.</li></ul> |
| <b>LOOK</b> for context. Think about:  |
| <ul style="list-style-type: none"><li>• Where does this information fit?</li><li>• Where did it come from?</li><li>• How is it related to similar or different information?</li></ul>  |
| <b>BUILD</b> bridges to what you currently know. Consider:   |
| <ul style="list-style-type: none"><li>• What do you already know about this topic?</li><li>• What bits of knowledge can you call on to make sense of this new information?</li><li>• What connections or comparisons can you make?</li></ul>   |

## *Post Training Follow-up*

Strengthen your learning by doing. Plan to use the information immediately. Here are some ideas on how.

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| <b>REVISE</b> your notes: add any new thoughts, ideas, applications   |
| <b>DEBRIEF</b> , with your supervisor, within a day or two after completing the workshop. At that meeting:  |
| <ul style="list-style-type: none"><li>• Highlight what you've learned.</li><li>• Review the action plan you had created prior to the workshop. Look at the questions in the "prior to workshop section" if you had not done an action plan. [Use your action plan to track your progress and make necessary adjustments along the way.]</li><li>• Share concepts/techniques you found particularly useful.</li><li>• Identify a specific step you can use this week.</li><li>• Be candid about any potential problems or barriers you see in putting these new skills into practice. How can your supervisor help you? What support will you need for success?</li></ul>  |
| <b>REVISIT</b> , often, what you've learned to retain it.   |
| <ul style="list-style-type: none"><li>• Maintain contact and meet regularly with other participants from the workshop to exchange ideas and solve mutual problems or barriers. Some questions you may want to ask:<ul style="list-style-type: none"><li>○ Which items from our program have you used so far (or this month)?</li><li>○ Which ones did you consciously consider but decide not to try, and why?</li><li>○ What problems did you encounter when you tried to transfer a skill?</li><li>○ What kind of support are you receiving for your effort?</li><li>○ What are your plans for the next month?</li><li>○ What can I do to support your efforts?</li></ul></li><li>• Share highlights of the workshop with co-workers, for example, either informally or at a staff meeting.</li><li>• Use SMART goals in your learning process.</li><li>• Look for or request follow-up training opportunities.</li></ul> |

*Add some questions and strategies of your own.*