

Maximize Your Learning Checklist

Description

The How to Maximize Your Learning Checklist is used to establish an employee's responsibility for learning before, during, and after a course. It helps to ensure the transfer of training to the job.

How can you use it?

- To make learners accountable for their own learning.
- To focus learners on the on-the-job application of skills learned.
- During a pre-course meeting between learner and supervisor/manager.

Tip

Encourage managers/supervisors to meet with learners before the course to discuss the items on the checklist. This approach increases the likelihood that learners will buy into the transfer-of-training process.

Note

The Make Your Training Stick Resource Kit provides over 35 practical tools and techniques to ensure that training really “sticks” back on the job, long after the course is completed.

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Employee Name: _____

Course Name: _____

Before the course	✓
1. Read the course objectives.	<input type="checkbox"/>
2. Define what you expect from the course.	<input type="checkbox"/>
3. List the job tasks that you expect to improve after taking the course.	<input type="checkbox"/>
4. Identify the challenges that you will be able to solve as a result of the course.	<input type="checkbox"/>
5. Consider who you might help back on the job, given the skills you will learn.	<input type="checkbox"/>
During the course	✓
6. Continually ask yourself: “How can I use this on the job?”	<input type="checkbox"/>
7. Record significant items in your action plan.	<input type="checkbox"/>
8. Identify strategies for dealing with any barriers to implementing your action plan.	<input type="checkbox"/>
9. Actively participate in exercises and activities.	<input type="checkbox"/>
10. Network with other learners and have fun.	<input type="checkbox"/>
After the course	✓
11. Stay in touch with learners after the course.	<input type="checkbox"/>
12. Review your action plan with your supervisor after the course.	<input type="checkbox"/>
13. Complete a development plan with your supervisor after the course.	<input type="checkbox"/>
14. Help any other employees given the skills you have learned.	<input type="checkbox"/>
15. Report implementation successes and difficulties to your supervisor.	<input type="checkbox"/>