

Tool 4.2 Checklist for Individual Learning

Make a checkmark next to each thing you have completed.

Before learning events, help individuals

- Understand how their performance must change to help the organization meet its goals
- Understand the goals and objectives of the event
- Have reasonable expectations for their own performance during and after the learning event
- Arrange an opportunity to apply the new knowledge, skills, beliefs, and attitudes immediately after the event
- Be aware of your support and encouragement for their learning and performance improvement

During the learning events, help individuals

- Understand what they will have to do to apply the new knowledge, skills, beliefs, and attitudes to their work
- Explain what they are learning to others
- Practice the skills taught during the event
- Receive feedback on their knowledge and skills
- Be prepared for any obstacles in the workplace that might interfere with their performance of the new skills
- Feel the support and encouragement that you have for their learning and performance improvement

After events, help individuals

- Apply the new knowledge, skills, beliefs, and attitudes to their work
- Receive rewards for learning and application to their work
- Remove any obstacles to applying the learning
- Receive feedback on how well they are performing
- Understand additional learning needs and how to meet these needs
- Understand how their continuous learning will help the organization achieve its goals
- Feel the support and encouragement that you have for their learning and performance improvement