

Skills Adoption Worksheet

Providing Managers with checklists and worksheets are easy ways to increase the likelihood of them helping learners prepare and reinforce learning. Use the checklists before to help your Managers facilitate their discussions with their employees.

BEFORE

Meet with your employee to connect the learning to business outcomes.

- Set positive expectations.
- Preview the learning content and benefits to the learner.
- Ask the learner to identify any obstacles that might interfere with learning.
- Remove the obstacles (e.g., schedule uninterrupted time at work to complete the program).
- Together, identify three to five desired outcomes from the learner's participation in the program.
- Encourage the learner's active involvement in the learning process by bringing real-world issues/challenges to class to work on.

DURING

Enable the employee to focus on learning.

- Refrain from interrupting the learner during the learning experiences.
- Provide support (e.g., provide coverage and minimize disruptions) so that your staff members can be fully present at the training.
- Talk about your learner's experience; ask the learner to share the action ideas or plans they developed in class. (Refer to the **Tool #6 to learn more.**)
- Together, create a concrete plan describing how the learner will implement the new knowledge or skill in the workplace. Plan for the learner to complete the goal within 60 days following the training program. (Consider using the **Tool #4 SMART Action Plan.**)
- Create opportunities for the learner to perform the skills in the workplace.
- Observe performance in the workplace and provide feedback, especially in the first 60 days following the training.