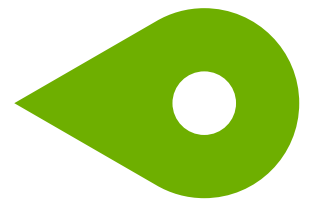


action plan



maximize a learning event

Studies show that the typical human loses up to 70% of newly learned knowledge in a matter of days or weeks, referred to as the "forgetting curve." Here are a few tips to help you maximize your training by turning a learning event into a learning experience and a learning experience into long-term skills and knowledge acquisition.

1 before you go

Jot down the reasons you want to attend. What do you hope to gain? Express these reasons in goal form with a growth mindset. For example:



I want to improve the quality of my written communications.



I want to learn how to facilitate effective meetings.

Talk with your supervisor about the training. Discuss what you hope to learn and what they hope you'll get out of it.

2 during the training

Research shows that when our emotions are involved in an event, we have a stronger memory of it. This effect results from both positive and negative feelings, but too much negativity can interfere with learning and creativity.

Arrive early to get settled in. Avoid side conversations. Take breaks when they're offered.

Take ownership of your learning before, during, and after a training. Think of real-life situations to which you can apply the concept you're learning. Connect the new ideas to ones you already know.

3 after the training

Identify an opportunity to share what you learned. It could be with a co-worker, with a friend or family member, or your supervisor. Some supervisors invite employees to report back to the group at the next staff meeting. Be sure to call attention to those a-ha moments!

Pull out those goals you created in step 1. Review them and make the connections between what you wanted to learn and what you did learn. What helps? What gaps remain? How might you fill those?

Plan a few ways to use and expand your learning:

- How can you apply what you learned on the job in the next 3-6 weeks?
- You may find follow-up trainings either in person or online.
- It's a great excuse for a monthly coffee. Check in with someone you met to hear how they're incorporating the learning into their work.
- Is there someone you can connect with to job shadow? Is there someone you might ask to mentor you?

