



## Making Training Work for You - STEP ONE

Complete this table exactly as described, with the support of a colleague or manager. This will help you to turn the training workshop you have attended into personal learning and skills development at work.

| STEP ONE Complete this table <b>ONE DAY AFTER</b> your training workshop              |  |
|---|--|
| Set your self a SMART goal to apply skills or techniques learned from the course      |  |
| Specific Goal – What will you do?   |  |
| Measure – How will you know you have done it?   |  |
| Agreed – Who’s buy-in or support do you need?   |  |
| Realistic – Why is the goal worth doing, and if you apply effort, can you achieve it? |  |
| Time – When you will begin and when will you measure your progress?                   |  |



## Making Training Work for You – STEP TWO

Review your progress made – remembering that a major symptom of learning new skills is the making of mistakes – so don't lose heart if you're struggling – it's part of the process and that's why you're completing this review.

| STEP 2 Complete this table <b>ONE WEEK AFTER</b> your training workshop ( <b>1 HOUR or LESS</b> )                   |  |
|---|--|
| Review your progress to date  |  |
| How is your SMART GOAL progressing – Refer to STEP ONE if you haven't started yet and get going.                    |  |
| What <b>Specific Progress</b> Have You Made in Putting the Goal INTO ACTION?  |  |
| What <b>Problems</b> have you encountered?  |  |
| <b>Who can help</b> you address these problems – or do you just need to refocus and find your own way through them? |  |
| <b>Personal Lessons Learned</b> so Far  |  |

## Making Training Work for You – Step 3 - REVIEW

You and your manager should complete this review **ONE MONTH** after the training workshop – no matter how much or little progress has been made – **REMEMBER** that learning is a process, not an event and mistakes and set backs are as much a part of the process as are the big wins.

| STEP 3 Complete this table ONE <b>MONTH AFTER</b> your training workshop  |                  |   |   |   |   |
|---|------------------|---|---|---|---|
| Review Your Learning and Development  |                  |   |   |   |   |
| <p style="text-align: center;"><b>Your View</b></p> <p>How do you feel about your progress in developing your new skills and addressing the goal you set for yourself?</p>                      |                  |   |   |   |   |
| <p style="text-align: center;"><b>Your Managers View</b></p> <p>How do you feel about the progress your colleague has made in developing their new skills and addressing the goal they set?</p> |                  |   |   |   |   |
| Measurable Learning Review  | Joint Assessment |   |   |   |   |
| Commitment Shown  | 1                | 2 | 3 | 4 | 5 |
| Resilience  | 1                | 2 | 3 | 4 | 5 |
| Skills Development  | 1                | 2 | 3 | 4 | 5 |
| Measurable Progress   | 1                | 2 | 3 | 4 | 5 |
| <p style="text-align: center;"><b>Personal Lessons Learned and Progress Made after ONE MONTH</b></p>  |                  |   |   |   |   |
| <p>Depending on the progress made, should we now set a new goal to continue the learning – or do we need to reset the <b>FIRST GOAL</b>?</p>  |                  |   |   |   |   |