

Making Training Work for You - STEP ONE

For use on continuous and modular learning programmes

STEP ONE Complete this table during the training programme	
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 weekly review.

STEP 2 Complete this table EACH WEEK as you progress towards completion of your SMART goal and review your assessment with your manager or learning partner	
Review your progress to date	
How is your SMART GOAL progressing?	
What Specific Progress Have You Made in Putting the Goal INTO ACTION?	
What Problems have you encountered?	
Who can help you address these problems – or do you just need to refocus and find your own way through them?	
Personal Lessons Learned so Far	

Making Training Work for You – Step 3 - REVIEW

You and your manager should complete this review **ON COMPLETION** of the goal, or on **REACHING THE DEADLINE** for completion – **REMEMBER** that learning is a process, not an event and set backs are as much a part of the process as the wins.

STEP 3 Complete this table ON COMPLETION OF THE GOAL					
Review Your Learning and Development					
<p style="text-align: center;">Your View</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;">Your Managers View</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;">Personal Lessons Learned</p>					
<p>What is the appropriate next step in relation to this goal?</p>					