



Learning new skills takes time and practice. Less than 40% of workplace learning gets used on the job. Beat these odds by taking these proven steps before, during, and after your employee goes to training or takes an e-learning class.

Be sure the investment in your employees' training pays off. Follow the tips on the back of this card to support their learning and to make sure they apply it to their job.

We Make Learning Stick!

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Before:

- Communicate the reason for this training. A brief stand-up meeting, phone call, or email reminds them how it will help them do their job better.
- Help them plan to avoid distractions and interruptions during training.
- Plan for practicing what they've learned.

During:

- Reduce interruptions and distractions during training.

After:

- Discuss what they learned and how they will use it.
- Develop an action plan with goals for practice to focus on using what they've learned.
- Encourage and remind them to use what they've learned. Be specific.