

## The person

- What have you done to put your learning into practice?
- Did you meet your planned objectives?
- Do you have a plan of what you are going to do next to put this learning into practice?
- Have you talked to your supervisor about the support you will need to apply your learning?
- What new skills and knowledge do you now have?
- What has already changed, or do you plan to change, about you: Knowledge? Confidence? Behaviour?
- Have you identified anything else you need to know in order to apply this learning and how you will find this out?

Anything else you need to know?

## The training

- How relevant was the course to what you needed to know?
- Did the format help you to find out what you needed to know to meet your learning objectives?
- Did the learning support you to put it into practice?

Any more or different learning activity needed to apply your new learning?

## What did you do?

## The workplace

- What effect has your learning had on your work within your team, including with colleagues, service users and carers?
- What support do you need or have you received to apply your learning from:
  - Your colleagues and peers?
  - Your supervisor/line manager?
  - Strategic managers in your organisation?
  - Multi-agency team?

Anything else your team and workplace could do to help you to apply your learning?

## The culture

- Has the team culture changed as a result of your learning? In what way?
- Has practice changed?
- Is your team working differently as a result of this new learning?
- Have they changed their:
  - Knowledge?
  - Confidence?
  - Behaviour?
- Are others interested in the new knowledge, ideas and skills available as a result of this learning?

Anything else that can be done to apply this new learning across the service?

## Training transfer evaluation – Template B

### Identify how effectively the learning has been put into practice

For more information on how to plan for effective training transfer and what outcomes could be expected read Ripfa (2012) *Training Transfer: Getting Learning into Practice*; Dartington, Research in Practice for Adults.