

The person

What do you know about their:

- preferred learning styles
- learning needs e.g. language, communication, learning difficulties
- motivation to learn
- previous educational attainment
- other responsibilities that might impact on their ability to learn e.g. caring or parental roles
- individual learning objectives.

Anything else you need to know?

The training

Are you sure that the training is:

- relevant to their working role
- providing the correct level of knowledge, skills and academic attainment
- in an appropriate format for the learner and what they need to learn e.g. face-to-face, e-learning, workbook etc.
- in an appropriate and accessible venue, at an appropriate time
- using suitable equipment
- clearly identifying the learning objectives so you know what knowledge or skills your staff will leave with.

Anything else you need to know?

What can you do?

The workplace

To help my staff put their knowledge into practice I will:

- put new learning and action planning for practice onto the agenda for all supervision
- encourage recently trained staff to share their new knowledge at team meetings and support others to learn
- train staff together so that everyone is applying their new knowledge at the same time and can support each other
- assess application to practice through observation and supervision
- identify organisation learning objectives for training

Anything else you need to know?

The culture

To achieve a learning culture my organisation will:

- encourage and support new ideas
- embrace change and development
- welcome students, educators and research to help improve the way we work
- identify, use and report on tools to measure the impact of learning based on the original learning objectives identified
- use a tool such as the Benefits realisation or Wisconsin model to plan, implement and evaluate learning

Anything else you need to know?

Training transfer planning – Template A

Identify what you need to do to support your staff to put their learning into practice