

# MAXIMIZE YOUR LEARNING CHECKLIST

## DESCRIPTION

The Maximize Your Learning Checklist is used to establish an employee's responsibility for learning before, during, and after a course. It helps to ensure the transfer of training to the job.

## HOW CAN YOU USE IT?

- ☐ To make learners accountable for their own learning.
- ☐ To focus learners on the on-the-job application of skills learned.
- ☐ During a pre-course meeting between learner and supervisor/manager.

## TIP

Encourage managers/supervisors to meet with learners before the course to discuss the items on the checklist. This approach increases the likelihood that learners will buy into the transfer-of-training process.



# MAXIMIZE YOUR LEARNING CHECKLIST

## BEFORE THE COURSE

1. Read the course objectives. ☐
2. Define what you expect from the course. ☐
3. List the job tasks that you expect to improve after taking the course. ☐
4. Identify the challenges that you will be able to solve as a result of the course. ☐
5. Consider who you might help back on the job, given the skills you will learn. ☐

## DURING THE COURSE

6. Continually ask yourself: "How can I use this on the job?" ☐
7. Record significant items in your action plan. ☐
8. Identify strategies for dealing with any barriers to implementing your action plan. ☐
9. Actively participate in exercises and activities. ☐
10. Network with other learners and have fun. ☐

## AFTER THE COURSE

11. Stay in touch with learners after the course. ☐
12. Review your action plan with your supervisor after the course. ☐
13. Complete a development plan with your supervisor after the course. ☐
14. Help any other employees given the skills you have learned. ☐
15. Report implementation successes and difficulties to your supervisor. ☐

