**Strategies to Transfer Learning to the Workplace**

Learning is more than just showing a video or attending a class. Learning is an ongoing process that may include a main program or training “event,” but also includes what happens before and after that program that will make the learning stick. Listed below are several strategies that can be used to move training from an “event” to actual application in the workplace. Additionally, Catapult can be a resource to think through other ideas that will help support the transfer of learning within your organization.

1. **Senior Management Reinforcement**: Send a follow up email or other communication reinforcing the training and reminding participants to complete action plans and find opportunities to apply the learning.
2. **Management Reinforcement:** Conduct post-training follow up meetings to discuss the employee(s’) learning and next steps. Work with employees to create Individual Development Plans to continue to build strengths or close development gaps. Reinforce employee progress and application of learning.
3. **Human Resources Reinforcement:** Provide managers with a structured guide for conducting post-training follow up meetings with their employees. Conduct mini-training sessions for managers to review the structured guide and the manager’s role in the post-training meetings. Attend a few of the follow up meetings for quality purposes and to support manager development.
4. **Learning groups:** Facilitate small group review meetings to encourage participants to share, review and practice. These meetings could be conducted one hour each month with groups of people who completed the same course to discuss their learning and next steps and be facilitated by organizational leaders or HR. Some discussion questions for learning groups are:

* What did you learn in training that you are using on the job? How is it helping you be more successful?
* How will this impact your performance in contributing to the long term goals of our company?
* What are you doing differently, continuing to do or have decided to stop doing since attending training?
* What challenges or obstacles are you still facing in your role?
* How have you applied your action plan since you attended the course? How did it go? What did you learn? What would you do differently the next time you have to do that same thing?

**Additional ideas from *Strategically Reinforce Training,* an article written by Kendra Lee, President, KLA Group:**

* **Videos and Job Aids:** Use them to reinforce learning once the main program is complete.
* **Applied practice:** Most training programs include practice, but to really see behavior change, it’s the practice after the training ends that’s critical. Provide opportunities to practice.
* **Directed observation:** Have an expert look for opportunities to take learning to a higher level.
* **Fun quizzes:**With all the gaming and testing programs available today, incorporate quick quizzes into your reinforcement. Include explanations for each right and wrong answer with links to learn more.
* **Reinforcement training sessions:**The formal learning can continue during team and staff meetings. Choose a key topic and delve into it further. Use it as a learning check to identify where you need to expand your training.
* **Social groups:**Consider setting up a private Facebook or LinkedIn group, or a page on your company intranet, and establish a forum for participants to continue their learning with each other. Periodically pose questions and feed content, but primarily let participants ask and answer their own questions.
* **Coaching:**Add a coaching element to offer one-on-one feedback and guidance. Whether it’s a peer, or manager, coaching participants will not only sustain their learning, but also extend it.
* **Metrics:**This isn’t something you’d normally consider as a training reinforcement approach, but what you measure gets monitored. What you monitor gets done. Set metrics at the beginning of the program, then monitor and communicate the results.

Contact our Learning team if you would like help on facilitation a class or training session: (866) 440-0302 or view our training library for courses to supplement your plan: <https://letscatapult.org/learning-events/classes-events/>

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