

The Seven Factors in the Transfer of Learning Process

1. The Planning Process
2. Learner Characteristics and Motivation
3. Design and Delivery Method
4. Learning Context
5. **Immediate Application**
 - Coaching Conversations: Post-Training
6. Workplace Environment
7. Eliminating Barriers



Coaching Conversation: Post-Training

Hold this conversation ideally within one week, after training. This conversation is most effective when the Pre-Training coaching conversation has taken place, and it is an important step in 'closing the loop,' that began with the pre-training meeting.

Completed Pre-Training Coaching Conversation

DATE: _____

EMPLOYEE NAME: _____ HIRE DATE: _____

POSITION: _____ SUPERVISOR: _____

NAME OF TRAINING/COURSE: _____

TRAINING DATE: _____ LOCATION: _____

Conversation Topics	Notes
<p>Learning objectives.</p> <ul style="list-style-type: none"> • Did the training meet the learning objectives? How? 	
<p>Goal setting.</p> <ul style="list-style-type: none"> • Review your goals. Has anything changed? • Did the training better equip you to reach your goals? How? • How did the training tie into the organization's goals? 	
<p>Learning process.</p> <ul style="list-style-type: none"> • Did the training appeal to your preferred way(s) of learning (visual, auditory, hands-on)? • Were you able to get your questions answered? 	

Conversation Topics	Notes
<p>Support.</p> <ul style="list-style-type: none"> • What support (people, tools, materials, etc.) do you need to apply what you learned? • How can I support you? • Do you have any outstanding questions on <training topic area> that I can help with? 	
<p>Application.</p> <ul style="list-style-type: none"> • How will this training affect your daily work? • How can you apply any new skills and demonstrate behaviours learned? Create action plans if needed. • Are there ways you can share what you've learned (i.e. present at staff meeting, etc.)? • How are things going in your attempt to implement what you've learned? • What ideas have you implemented so far? What were the results? • Set next check-in timeline (i.e. 1 month) to follow up on application of learning. 	

Sources:

1. Kirwan, Cyril. Improving Learning Transfer. Surrey: Gower Publishing Limited, 2009.
2. Freifeld, Lorri. "Getting Managers Engaged with Employee Training." Training 1 Oct 2013.
<<https://trainingmag.com/content/getting-managers-engaged-employee-training/>>