

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

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

**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/>](https://trainingmag.com/content/getting-managers-engaged-employee-training/)