

The Seven Factors in the Transfer of Learning Process

1. The Planning Process

- Coaching Conversations: Pre-Training

2. Learner Characteristics and Motivation

3. Design and Delivery Method

4. Learning Context

5. Immediate Application

6. Workplace Environment

7. Eliminating Barriers



SARC Learning Central

Coaching Conversation: Pre-Training

This template is designed for a Supervisor to guide a conversation with an employee before training occurs. The goal is to better prepare the employee for active learning and ultimately for the transfer of that learning upon return. To be used in conjunction with the Post-Training Coaching (conversation guide).

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">• Review the learning objectives from the training outline together.• Which learning objectives are the most important to you?• What skills do you want to learn?• Why are those objectives important?	
<p>Goal setting.</p> <ul style="list-style-type: none">• What do you want to improve/change?• What outcomes would be ideal?• What barriers exist to making this change?• How do these goals align with the organization's goals?	

Conversation Topics	Notes
<p>Learning process.</p> <ul style="list-style-type: none"> • What is your preferred way(s) of learning (visual, auditory, hands-on)? • Do you have any questions for the Facilitator, Learners, or peers? 	
<p>Support.</p> <ul style="list-style-type: none"> • Are there any materials you need in preparation for the training? • How can I support you? • Who else can support you? 	
<p>Application.</p> <ul style="list-style-type: none"> • Expectation for learning application. • Set date of post-training meeting. 	

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/>>