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## Learner Tips – Getting the Most out of a Training Opportunity

So, your Supervisor has approved you to take training – what do you do now? This is the opportunity for you to learn new information, add to your skill set, and help you become better at your job. Participating in training is much more than just showing up. It takes preparation and commitment on your part, being aware of your strengths and weaknesses, and confident in your ability to learn and improve. Below are some things that you can do to get the most of out of your learning experience:

- Be fresh and ready to go. As much as possible, try to clear your head space so you can focus on the training experience. Knowing what you want to get out of the training and being ready to participate will help you get the most out of any learning opportunity.
- Be prepared. Is there anything you need to know about the training before you take it? Are there any materials you need to read in advance, or specific types of clothing or shoes that you are required to wear? Be sure to read all information sent to you.
- Meet with your Supervisor in advance of the training to review your personal learning goals. Consider looking at the learning objectives of each training opportunity as this may help you develop your personal learning goals. You should also discuss with your Supervisor your organization's strategic goals and how taking this training fits into the overall strategy of the organization.
- Be prepared to be an active Learner in the training – you will get out of it what you put into it. The more engaged you are, the more you will get out of the training, and the easier it will be for you to apply the knowledge learned in your job.
- Have a pen and paper to take notes – this is a great way to keep track of what you learn – key ideas, concepts, and principles, as well as how you intend on applying that knowledge. Keep all of the notes from training sessions together in one place and consider using a Learning Journal. You never know when you may want to look back and check on something or share this information with your colleagues.

- At the end of the training, identify things that you will **stop** doing, **start** doing, or **keep** doing as a result of what you have learned.
- When you return to work, meet with your Supervisor again to review your personal learning objectives, discuss what you learned, and how you plan to put it into practice. Also discuss how the knowledge learned will help you play a role in meeting your organization's strategic goals.
- Take the knowledge you have learned and share it. You have learned things that can help you in your role and sharing that knowledge with co-workers could also help them. This way everyone can be providing the best possible services to the individuals your organization supports. Consider sharing the notes you took, the handouts you received, or present a re-cap of the training at a staff meeting.
- While implementing new knowledge/skills on the job, don't be afraid to go back through training materials for a refresher or ask colleagues and your supervisor questions.
- Keep track of all training sessions that you attend. Not only is this a great record of your certifications, skill sets, etc., but it can help you plan for future learning opportunities, as it can identify areas that you need, or would like training in to strengthen your skill sets.

Remember, your learning doesn't end when the training session is over, the journey is just beginning. Making the most of a training opportunity means taking the knowledge learned and applying it, helping you perform your job as best you can, and looking for the next learning opportunity.

#### Sources:

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