

Encouraging Employee Learning

This course is designed to help managers and supervisors guide employees toward increasing their learning capacity and contributing their knowledge to achieve the organization's strategic and operational priorities.



Course Specifications

CPE Credits

8

Training Format

Virtual-Live

Preparation

None

Modules

7



Course Objectives

Enhancing employee learning capacity is one of the multiple aspects of building a workforce that is adaptive to strategic and operational change.

- **Persuade** employees that continuous learning is important to work performance
- **Help** employees develop or enhance the learning skills and abilities
- **Guide** employees to learn about topics that will be useful to them, to their careers, and to the organization
- **Encourage** employees to reach beyond traditional formal training opportunities by exploring informal, social, and experiential opportunities

INTENDED FOR

Leaders, key stakeholders, and project teams



Agenda

■ **MODULE 1**

Introduction and Overview

- Why is employee learning important?
- Where can employees find learning opportunities?
- How can employees learn in multiple contexts?

■ **MODULE 2**

The rationale for Employee Learning

- Identify the four Principles of Adult.
- Learning the five moments of learning need.
- Identify employees' need to develop self-directed learning behaviors.

■ **MODULE 3**

Building Learning Skills and Abilities

- Awaken employees' curiosity and help rebuild their capacity for learning.
- Reflect on information sources that would meet the needs of employees in the workplace.
- Develop ways to collect and organize learning for later use

■ **MODULE 4**

Finding Learning Opportunities

- Understand development opportunities that can positively impact key engagement drivers.
- Identify useful knowledge and ideas adjacent to work.
- Help employees identify how to acquire skills and expertise to perform work responsibilities.

■ **MODULE 5**

Engaging in Learning Activities

- Understand the shared responsibilities of employees, managers, and Learning & Development.
- Identify ways on how employees learn at work
- Enable employee growth by providing learning

■ **MODULE 6**

Contribution to Organizational Learning

- Identify contributing factors of an employee's job role to organizational learning.
- Learn how to improve personal and collective performance.
- Learn how to quicken knowledge acquisition, eager, and ready to work.

■ **MODULE 7**

Strategies for Improving Employee Learning

- Learn how to enhance employee satisfaction by providing learning opportunities aligned with motivation and purpose.
- Determine adaptive ways to practice continuous learning at all levels of the organization.
- Understand how to increase employee contribution aligned with performance expectations.



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* Payment by company check, credit card or SF-182 must be received for all mail registrations no later than 5 business days PRIOR to course date.



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