

Action Plan to Facilitate Learning and Transfer of Learning

Think of an employee you supervise who currently has a learning need that results in a performance gap.

Section 1

- What is the learning need for the employee?

- How do you know it is a learning need?

- Identify how each adult learner characteristics should be taken into consideration with this employee? Dr. Malcolm Knowles identified four characteristics of adult learners:
 - Self concept

 - Experience

 - Readiness to learn

 - Centered time perspective

Action Plan to Facilitate Learning and Transfer of Learning (continued)

Section 2

- What do you believe are your identified employee's learning styles? Mark the styles on the continuums below. List the indicators that lead you to that conclusion.

Active |-----|-----|-----|-----|-----|-----|-----|-----| Reflector

Sensing |-----|-----|-----|-----|-----|-----|-----|-----| Intuitive

Visual |-----|-----|-----|-----|-----|-----|-----|-----| Verbal

Sequential|-----|-----|-----|-----|-----|-----|-----|-----| Global

- List two interventions that can be used to assist this person's learning style.

1)

2)

Action Plan to Facilitate Learning and Transfer of Learning (continued)

Section 3:

- What level of competency would you say the employee is at regarding the skill?
Circle the level below:
 - *Unconscious incompetence*
 - *Conscious incompetence*
 - *Conscious competence*
 - *Unconscious competence*
 - *Conscious unconscious competence*

Section 4:

- After reviewing the training need(s) for your identified employee and making any refinements, list at least three driving forces impacting on this employee.

1)

2)

3)

- Identify at least three restraining forces.

1)

2)

3)

Action Plan to Facilitate Learning and Transfer of Learning (continued)

Section 5:

- After reviewing your identified employee's training needs, things to consider as an adult learner, your employee's individual learning style, driving and restraining forces, and competency level, identify your next three steps to help facilitate your employee's transfer of learning.

1)

2)

3