



## Post-Training Plan

*Transferring new knowledge and skills from classroom to the workplace*

Use this tool as your first step towards success beyond the training. See the back for additional tips.

NAME \_\_\_\_\_

TRAINING \_\_\_\_\_

DATE \_\_\_\_\_

**TRAINING OBJECTIVES or KEY POINTS (Some trainings may only have two or three)**

- |          |           |
|----------|-----------|
| 1. _____ | 8. _____  |
| 2. _____ | 9. _____  |
| 3. _____ | 10. _____ |
| 4. _____ | 11. _____ |
| 5. _____ | 12. _____ |
| 6. _____ | 13. _____ |
| 7. _____ | 14. _____ |

**INTERESTING FACTS, STATS & THOUGHTS FROM TRAINING**

**TIPS, TOOLS, STRATEGIES or IDEAS I WANT TO TRY IN MY PROGRAM**

**I WILL SEEK SUPPORT FROM THE FOLLOWING PERSON or PEOPLE TO HELP ME SUCCEED  
(Supervisor, Mentor, Lead Teacher, TA, etc.)**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# Tips for *Transfer of Learning* from Classroom to Workplace

**PURPOSE:** Training is important, but only when you can take new information and transfer that into your workplace. Use this tool to begin thinking about what you want to accomplish after the training.

**USING THIS TOOL:** During today's training, capture any inspiring and/or interesting ideas from the training. Decide on 1-3 ideas you want to try in your workplace. Start small and simple and remember – a long journey starts with one step!

Since none of us can do it alone, be sure to identify who you can share your plan with. Even the most well-meaning plans fail when people try to work without support. Share what you are learning with your co-workers, supervisor, coach, or mentor.

**TIPS FOR SUCCESS:** Remember that learning is a change process, and change is tough. Successful change involves:

- Planning
- Written record of what you're trying, and what is and isn't working
- Supportive teams and environments
- Celebrations

Successful change includes discomfort and setbacks. It's almost always easier to do the "old familiar" than it is the new and unfamiliar. Habits are like ruts in a dirt road – easier to follow than to leave. If you find yourself falling back into an old habit, just keep working at it – change takes time.

Ask for support and provide support to others in one-on-one and/or team settings.

- If you are a teacher, ask what other teachers are learning in their training and trying in the classroom and support them in their efforts.
- If you are a supervisor, do the same for each of your employees.

If you find yourself overwhelmed, discouraged, frustrated or confused, don't worry! We're here to help! As a Child Care Resource and Referral Agency serving Middle Georgia, we have a wonderful team of Technical Assistance Coordinators (TAs) available to provide support for those seeking to improve program quality as well as those working hard to sustain their quality efforts.

For assistance, call 877-228-3566 or email [TASupport@augusta.edu](mailto:TASupport@augusta.edu).

*Practice is the hardest part of learning, and training is the essence of transformation.*

-Ann Voskamp