

## Action Steps to Support Your *A Guide for Managers and Supervisors*

---

Here are some suggestions to help you support your employee attending a training program or workshop and to ensure that learning is transferred back on the job. They are intended to be general guidelines when you meet with your employee and to prompt questions and actions of your own.

*Some general tips to model your support and commitment:*

Release employee from sufficient work assignments to allow complete preparation for, and attendance at, all training sessions

Prevent interruptions during the training session

and mutually explore opportunities for application

Provide specific opportunities for employee to practice the new behaviors and skills

*Prior to the workshop*

**MEET** with the employee to discuss and set expectations. Some questions to consider:

What do you and your employee hope to get out of the workshop?

Are there specific projects, tasks, or situations related to the program content for the employee to work on during the training session?

How will you help your employee apply the new skills/knowledge when he or she returns from the workshop?

**ASK** the trainee what support he or she may need to ensure on-the-job application.

**SET** realistic goals for application of new ideas and skills.

*Add some questions and strategies of your own.*

*Post Training Follow-up*

**DEBRIEF** immediately after session. Some questions to ask your employee:

What opportunities exist in your job for applying what you have learned?

What concepts/techniques were useful to you?

What actions can you take this week to utilize your training?

What improvements and results do you expect to produce, and how will I know they have occurred?

What potential problems, or barriers, do you see in putting the on the job? **DEBRIEF** forms, h /P AMCI

Sources:

*Designing and Delivering Cost-Effective Training*  
*Transfer of Training*: ML Broad and JWNNewstrom