NEW LEARNING SUPPORT AND APPLICATION CHECKLIST

The purpose of the New Learning Support and Application Checklist below is to gain the crucial, necessary assistance and support for applying new learning from a workshop, course or training; making it "second nature" or a lasting part of performance, and gaining desired results.

Choose and check off the New Learning Support and Applications that are used meeting with your manager.   They are assessed and improved through the *Post-Program Questionnaire*. Each Question corresponds to one of the New Learning Support and Applications below.

GAINING SUPPORT WITH APPLYING/USING NEW LEARNING FROM A PROGRAM, COURSE OR TRAINING

☐ 1. Meeting with **manager/supervisor** about making new learning a part of one's job right away such as in job description and responsibilities, special projects, performance appraisal, or yearly goals.

☐ 2. Gaining **co-worker or top performer** support, assistance, or feedback with applying new learning, making it second nature, and impacting desired outcomes.

☐ 3. Identifying and working with a **mentor/coach** to assist with using new learning, making it second nature and gaining desired results.

☐ 4. Continuing **class discussions and classmate contact** (email, phone, in person) to support applying new learning, making it second nature and impacting desired outcomes.

☐ 5. Gaining support, input or feedback about using new learning, making it second nature and gaining desired results from participation in the appropriate **online professional discussion groups**.

☐ 6. Forming and using **learning partners/"buddies"** to support applying new learning, making it second nature and gaining desired results.

☐ 7. Forming and using a **post-program support group** to assist with using new learning, making it second nature and impacting desired outcomes.

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☐ 8. Other

APPLYING NEW LEARNING UNTIL IT IS "SECOND NATURE" AND GAINS DESIRED RESULTS/OUTCOMES

☐ 1. Completing **post-program assignments** for applying new learning, making it second nature and impacting desired outcomes.
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☐ 2. Using **job aids** (checklists, quick references, cheat sheets, FAQs, forms, procedures, manuals) and other resource materials for applying new learning, making it second nature and gaining desired results.

☐ 3. Implementing an **action plan/learning agreement** with timelines for practicing new learning, making it second nature and impacting desired outcomes.
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☐ 4. Setting and **achieving a goal** requiring the use of new learning or course content.

☐ 5. **Resolving an issue/problem** requiring the use of new learning or course content.

☐ 6. Determining and tracking a Completion Date or Frequency/Performance Rate for **new actions or behaviors** in an Action/Behavior Checklist based on new learning or course content.

☐ 7. Determining and tracking any **results/outcome indicators** (expenditure of money, retention rate, number of complaints, sales) for indicating the impact of new learning on desired results.

☐ 8. **Passing on new learning** to others such as on-the-job, staff meetings, in-service, lunch and learn session, or presentation at a professional association event.

☐ 9. An **article or column** that uses new learning such as in the company or local professional association newsletter.

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☐ 10. A **talk/presentation** using new learning.

☐ 11. A **refresher session** with classmates.

☐ 12. Other