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| Conduct an analysis of your staff’s training needs  Involve staff in determining their training needs  Help staff recognize their training needs  Identify appropriate trainings or other resources that meet staff needs  Authorize staff to register for appropriate trainings  For required trainings, notify staff (in a positive way) the reasons why they will be taking the training  Approve appropriate requests for Individual Development funding for non-library trainings  Inform Staff Development of perceived skill or knowledge gaps (if you are unable to locate appropriate trainings or other resources)  Provide staff with *Learning & Application Worksheet*  Discuss what staff hopes to learn in training  Discuss how the learning will be applied at work  Discuss the relevance and benefits of the training  Discuss the training’s objectives  Connect the training to the strategic goals of the organization  Set expectations for learning and application  Demonstrate confidence in staff’s ability to complete the training and apply it on the job  Help staff focus on mastering new knowledge and skills  Encourage active participation while in training  Work with staff to increase job involvement and organizational commitment  Attend training and/or review class materials to familiarize yourself with training content  Demonstrate interest in staff’s learning  Model appropriate skills and behaviors on the job  Provide time and resources to complete any pre-training assignments  Assist with staff’s preparation for training as appropriate  Select staff to attend together (they can support each other with transfer as “training buddies”)  Become familiar with coaching skills to assist with post-training transfer of learning to the job  Establish a space in your Cluster Notebook where staff can post training related information  Talk with Staff Development about perceived barriers to transfer of training to the job  Complete any pre-training evaluations of staff | Provide time and resources for staff to attend the training  Prevent staff from being interrupted while at the training  Have the work of the staff member covered during the training  Communicate support for the training    Monitor attendance of staff who attend the training  🡨 Throughout the Process 🡪  Support and openly value participation in training  Recognize staff participation in training  Be open to new ideas  Tolerate change and mistakes | Review staff’s *Learning & Application Worksheet*  Discuss what was learned in the training program  Discuss how the learning will be applied on the job  Reiterate the relevance and benefits of the training  Reiterate the training’s objectives  Reconnect the training to the strategic goals of the organization  Discuss your expectations for staff to transfer training to the job  Assist staff member in creating next steps to apply learning on the job  Explore anticipated barriers to transfer and possible countermeasures  Remove barriers to applying learning on the job  Talk with Staff Development about barriers actually preventing transfer of training to the job  Provide time and opportunities to apply learning  Provide equipment, materials, and supplies needed to apply learning  Provide check-ins to communicate support  Demonstrate confidence in staff’s ability to complete training and apply it on the job  Assure staff that lapses may occur and are not a sign of failure  Demonstrate understanding if problems arise in the transfer of training  Provide relevant job aids and other supportive resources  Provide timely, relevant, and consistent feedback  Continue to model appropriate skills and behavior on the job  Continue to express interest in staff’s learning  Reward, recognize, and celebrate successful application of learning on the job  Publicize successes resulting from the learning gained at training  Provide time and resources for staff to complete any post-training assignments  Encourage participation in follow-up training  Have staff teach new learning to other staff members (e.g., at a meeting)  Have staff mentor other staff members on the new learning gained from training  Have staff post information about what was learned in your Cluster Notebook  Complete any post-training evaluations of staff |