

By following these steps, you can create a roadmap for learning success that will help you and your company reach goals. The objective is to learn strategically and help you apply your training in your role, identify any barriers to applying your training, and plan your learning journey with your coach.

INSTRUCTIONS: Complete your Leverage Training Worksheet using the steps below.

COMMIT. ENGAGE. LEARN. APPLY. PRACTICE. REPEAT. SUCCEED.

REVIEW LEARNING OBJECTIVES

01

LEARNING OBJECTIVES explain what you are expected to learn or achieve after your training. Objectives may be a variety of skills, abilities, behaviors, and/or attitudes. Review learning objectives and reflect on how they apply to your responsibilities and the expectations of your performance outcomes. In our programs, you will find these clearly listed on course overview pages.



BEFORE TRAINING

02

Complete the **BEFORE TRAINING** section of your worksheet. Your **COACH** is a mentor, supervisor, or someone who is invested in your growth and development. In the **JOB RESPONSIBILITIES** section, record your **job responsibilities** that are tied to the learning objectives on the checklist. In the **NOTES**, record any relevant expectations or the need for clarity regarding your role or job outcomes.



AFTER TRAINING

03

Reflect and document on worksheet. **SELF-ASSESS** and record strengths, areas that need to be developed in relationship to the training, and your job responsibilities. Identify and record **BARRIERS** that may prevent you from applying the training to your job. *Barrier Examples: Habits, Tools, Supplies, Resources | Additional Training Needed | Opportunity to Apply and Practice | Need for Additional Clarity of Your Role | Other*



LEARNING JOURNEY

04

A **LEARNING JOURNEY** is a sequence of tasks that may include on-the-job training and experiences, formal training events, eLearning, opportunities to practice, and other activities that help you acquire specific knowledge, skills, and competencies. Based on the objectives, your responsibilities, and reflections, record a learning journey that will help you succeed.



REVIEW WITH COACH

05

Schedule time to Review with your **COACH** the Leverage Training Worksheet. Use this time to discuss, gain alignment, and plan for continued growth.

Your company and coach care about your success, growth, and development. Celebrate the opportunity to learn.



TRAINING JOURNAL

06

Use your **TRAINING JOURNAL** to record your journey, reflect, and have periodic check-ins with your coach. Record your coach's feedback and apply to your learning and job responsibilities.

Tip for Success: Apply Training > Collect Feedback > Repeat
Continue until you are confident, proficient, can self-evaluate, and/or mentor others.



Leverage Training Worksheet

BEFORE TRAINING

Name: _____ Training: _____

Date(s): _____ Position/Title: _____

Coach Name: _____

JOB RESPONSIBILITIES

- _____
- _____
- _____
- _____
- _____
- _____
- _____

NOTES

AFTER TRAINING

SELF - ASSESSMENT

Proficient
Developing

- _____
- _____
- _____
- _____
- _____
- _____

BARRIERS

- _____
- _____
- _____
- _____
- _____
- _____
- _____

LEARNING JOURNEY

- _____ _____
- _____ _____
- _____ _____

NOTES

Leverage Training Journal



Name: _____ Training: _____ Dates: _____ to _____

Position/Title: _____ Coach: _____

DATE
DATE
DATE
DATE
DATE
DATE
DATE
DATE

GOALS

REFLECTIONS

REFLECTIONS

COACH FEEDBACK
