

Ten Steps to Maximise Transfer of Learning

1. Build a plan to transfer the learning into the training programme
The outset. (Make it clear)
2. Make sure that the work environment provides positive incentives to apply the skills gained in training (make it easy)
3. Consider the audience - the people who will use the evaluation results. Collect data and report the results with the audience in mind. (Make it appropriate)
4. Set initial performance targets based on the training needs identified, (Make it meaningful)
5. Use specific topics that are relevant and job related. (Make it specific)
6. Use the line manager or supervisor to deliver the training whenever possible. (Make it real)
7. Keep training sessions short build in a work based project (make it embedded)
8. Ensure that practice during the training sessions clearly matches the on-the-job situation. (Make it fit)
9. Plan for the assessment of skill transfer to be multi-directional, including the participant as well as the participant's subordinates, peers and supervisor(s) whenever possible. (Make it integrated)
10. Do not consider the training to be complete until transference has been evaluated (Make it stick and make it part of work)