



Checklist

How To Transform Training Into Learning

Best Practices for Learning

While it might not be evident, the difference between training and learning is that training is delivered, but learning is what people take away from it.



Microlearning supplements formal training with fun, interactive and varied everyday learning opportunities.

Workplace training offers an immediate opportunity for workers, particularly those with less formal education, to apply and reinforce new knowledge and skills.

Ensuring employees walk away with substantial retained knowledge involves delivering learning, not just training, while also avoiding mental overload.

Here's a short checklist to help you identify the path to best practices for understanding your training.

01

Start with the basics

Ensure employees understand and comply with essential health, safety and company policies to perform their jobs safely.

02

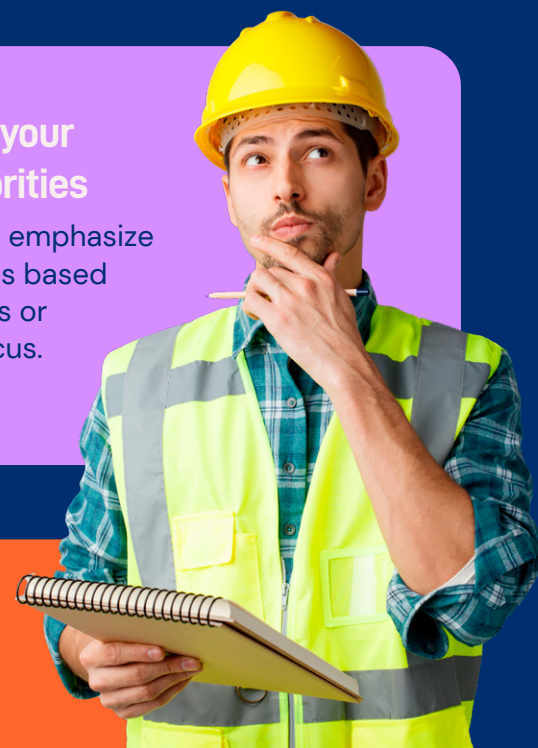
Research resources thoroughly

Your health and safety training must be up to date and fit with your organization, while the resources you use must be relevant to your staff and environment.

03

Decide on your safety priorities

Make sure to emphasize your priorities based on daily tasks or company focus.



04

Incorporate training and learning

Ensure training covers the environment people are in as well as behaviors, equipment and protocols. A strong understanding of the surrounding environment will allow your staff to better anticipate and avoid risks.



05

Ensure all training is relevant to the worksite in question

Training should be as relevant and specific as possible to employees, to avoid disengagement.

06

Implement active, hands-on training

Provide your employees the chance to engage in active activities to reach all types of learners.

07

Follow-up training with observation

Follow up on training with real-time observations conducted by supervisors. This step verifies that the training is effective and allows managers to adjust training dependent on employee performance.

08

Incorporate microlearning

Embed learning into the everyday through bite-size training content. Making time for regular classroom sessions may be difficult, whereas microlearning fits around the employee and encourages workers to make time for health and safety every day.



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