

## **How many ways we can learn**

### **On the job**

#### **Do formal learning**

- Attend a training course, internal or external
- Computer-based learning/internet research
- Outdoors training course
- Study for a professional qualification or affiliation
- Undertake an open or distant learning programme
- Take part in a business simulation
- Complete a business project
- Carry out a constructive "post mortem" on a success or failure
- Match the quality of your work against standards

#### **Do informal learning**

- Write a report or a summary
- Take part in office debates and meetings
- Be part of an Action Learning set
- Serve on a task force or working party
- Do a secondment in another organisation
- Do a secondment or "job swap" in your organisation
- Shadow someone else as they work
- Represent your organisation or profession at a conference or meeting
- Serve as a staff representative or shop steward
- Serve on education or industry linked organisations
- Act as a non-executive director for the organisation
- Deputise for your manager
- Take on new responsibilities
- Follow advice from your immediate manager
- Change the way you tackle your work

## **Off the job**

### **Do formal learning**

- Guided reading
- Listen to audio tapes or CDs
- Watch relevant videos or DVDs
- Get an educational qualification
- Use diagnostic instruments or psychometric tests
- Understand and develop your ability to learn
- Analyse the actions of effective leaders outside the organisation
- Carry out a project with or for another organisation

### **Do informal learning**

- Write a book review
- Keep a "learning log"
- Join a group of people in your line of business
- Actively participate in your professional body
- Develop a network of like minded people
- Join a support group
- Take up office in your community
- Take a sabbatical
- Visit other organisations
- Work on a community project
- Respond to all-round feedback
- Take guidance from a mentor
- Follow the examples of a manager who is excellent at developing people