








FOCUSING ON LEARNING SKILLS

CONTINUOUS LEARNING IS A PART OF EVERY JOB. Mentoring is all about taking action to make the most of LEARNING skills in the workplace. Mentoring is a part of EVERY job and involves EVERYONE: The new workers – apprentices, the experienced workers – journeypersons, and the employers. Workplace lessons are happening all the time and EVERYONE shares the responsibility for being an active learner and promoting learning.

There are a couple of EASY STEPS that can help with LEARNING workplace skills...

	EASY STEPS: LEARNING SKILLS IN THE WORKPLACE
 step 1	Step 1 - Take Initiative Take action to find out the point of the lesson. This gives a sense of direction to the learning. Taking initiative can also be applied to doing the things that need to be done around the workplace. If you see something that needs doing, just do it. If you see something that looks interesting, ask if you can help.
 step 2	Step 2 - Be Curious Be curious about your work. Take action to find out how new skills relate to the bigger picture. It helps to see the connections between the skill and the job. It helps to show the relationship between what is known and what is coming. Be curious and find out how the learning links.
 step 3	Step 3 - Watch and Listen When learning a new skill, it is important to be shown how to do the skill, and to get an explanation of why and how it is done. Timing is essential here – it is not always a good time, but when it is, make the most of it, move around to see different angles and ask questions.
 step 4	Step 4 - Show Perseverance and Patience Seek out opportunities to practice. Readiness and safety are essential as practice is the chance to make mistakes that won't cost too much. Remember that not all jobs are glory jobs. Be patient, and to do what needs to be done, but take action to ensure you get what you need too.
 step 5	Step 5 - Ask Questions, Ask for Feedback Asking questions is an important part of how you learn. The workplace is a busy place, so choose your questions wisely and pay attention to what people are saying (and not saying). It is also important to get feedback about what is working well, and where improvements are needed.
 step 6	Step 6 - Assess Your Own Work, Ask for Assessments Be sure to seek out assessments on a regular basis. This includes progress with individual skills, but also overall progress. Assessments from others are important, but you should also be regularly assessing your own work, and considering how you might be able to improve.

BE AN ACTIVE LEARNER AND PROMOTE LEARNING!