



# Learning Check-In

## For Managers

As your team members work on their Learning Plans, it's a good idea to be intentional about following up, either in one-on-one or team meetings.

### 1 **Check on progress**

How is the learning going? Are they making progress? Sometimes people need reinforcement help to stay accountable to learning. By checking-in, you are sending a message that learning is a priority and helping your team member be successful.

### 2 **Support reflection**

Learning happens when we reflect on what we're learning with others. Ask questions about what they're learning and let them do the talking. Asking "why" or "how come" is a great way to have them think more deeply and in an open-ended way.

- What's the most important thing you learned? Why do you think so?
- What surprised you about what you learned, and why?
- What do you want to learn more about, and why?
- What could you apply to your job? To what we do as a team?

### 3 **Connect dots**

Now you can do some of the talking. From what they learned and reflected on, help them see the work they do in different ways, connect them to the bigger picture or broader context, or challenge them to apply their learning in different ways.

### 4 **Share and apply**

Plan a way for your team member to share their learning in the context of your team. Here are options to consider 1) have your team member write a short summary of their key take-aways, 2) dedicate a team meeting to discussing recent learning, or 3) schedule a formal teach-back during which a team member gives a presentation about their learning.

In addition, think about ways for your team member to apply their learning more formally, either in an existing project, or a new one.