



Organizational Learning Checklist:

Are You Making the Most Out of Your Learning Investment?

Use the Organizational Learning Checklist below to help evaluate your organization's current training and development plan. These learning philosophies serve as best practice benchmarks and can help ensure that learning is being strategically leveraged in your organization. Check all that apply.

In general, when it comes to learning:

- We view learning as an ongoing part of organizational life
- Our employees watch for opportunities to learn every day
- We encourage individuals to seek and receive feedback regularly on performance
- Individuals know their strengths
- We use our strengths regularly
- Individuals always have learning targets—something that will help them grow, improve and leverage their strengths
- We encourage employees to express how they learn best (e.g. reading, web, classroom, talking with others, online)

Before learning events:

- We require employees to set clear learning goals for themselves
- Employees discuss what they plan to learn with others and/or capture goals in a journal

After attending learning events:

- We have a process in place to revisit learning goals and measure progress
- We encourage employees to create an action plan to USE what they have learned
- We see successful implementation of action plans
- Employees are encouraged to discuss and share with others what they have learned
- We celebrate learning accomplishments with individual employees and as an organization

If you need help implementing best practices in your organization, UofL Professional Development can help you create a culture of masterful learners. Our Certificate Programs (louisville.edu/professionaldevelopment/certificates) provide the structure and guidance needed to immediately begin strategically leveraging learning in your organization.

Email Julijana Curcic (julijana.curcic@louisville.edu) or call 502.852.5636 to discuss next steps.