



Learning & Development

Top tips to make your training effective and engaging

Set your goals

A goal will help you figure out what you want to get from your training. It'll make it easier to decide what you want to learn, when you need to do it, and what success will look like.

Goals can be anything – like getting a promotion, taking on new responsibilities, or learning a new language.

Make them SMART

SMART goals will help you stay on track and achieve everything you're looking to get done.

Your goals should be: Specific, Measurable, Achievable, Relevant and Time-bound.

Check out this guide for more help setting SMART goals.

Decide what you're missing

Once you have a goal, it should be easy to know what you're missing.

If you want a promotion – what skills do you need to do the job you want? If you want to learn a new language – do you want to be fluent, or just good enough to order a meal on holiday?

Know how you learn best

Everybody learns differently. Some people are visual learners, some prefer audio. Some people do best when they write everything down, others like to roll their sleeves up and learn on the job.

Knowing how you learn best will give you the best shot at success.

Check-in regularly

Regularly check your progress—weekly or bi-weekly. Reflect on what's working and what isn't.

If progress stalls, consider changes like a new course, better timing, or a clearer schedule. Make sure you have what you need to succeed.

Review when you're finished

Reviewing your learning helps you plan your next steps.

If there are gaps, consider another course or method.

If you've learned what you need, focus on setting future goals. What's next for you?

