LEARNING & DEVELOPMENT / PRACTICAL CHECKLIST

Make Learning Stick

A Workplace Application & Reinforcement Checklist

The real test of learning begins when people return to work. Use this checklist to review a learning initiative you've rolled out, see whether people are applying what they've learned, and identify what could help improve performance.

Learning initiative / program _____ **Date of review** _____

HOW TO USE Select the response that best reflects what is happening today.

YES	PARTIALLY	NO
This is happening or in place	Some aspects are working; there are gaps	Not happening or not yet in place

1 Clear Expectations

Do participants understand what they are expected to do differently at work as a result of the learning?

☐ Yes ☐ Partially ☐ No

2 Opportunities to Apply

Have participants had meaningful opportunities to practice and apply their new skills in everyday work?

☐ Yes ☐ Partially ☐ No

3 Manager Reinforcement

Are managers actively supporting the expected changes through coaching, feedback, or follow-up?

☐ Yes ☐ Partially ☐ No

4 Workplace Support

Do participants have the time, tools, processes, and support needed to apply what they've learned?

☐ Yes ☐ Partially ☐ No

5 Evidence of Progress

Are participants applying what they've learned, and is there evidence that this is contributing to better performance?

☐ Yes ☐ Partially ☐ No

Use observations or feedback where possible. If it is too early to tell, note what needs checking.

TURN YOUR REVIEW INTO ACTION

Focus on the area needing the most attention and agree on one practical next step.

Priority area _____ **Next action** _____

Action owner _____ **Next review date** _____