

Suggestions For Increasing the Chances That Training Will Transfer Back to the Job

1. Develop (and follow) clearly stated learning objectives for the training.
2. Maximize the similarity between the training situation and the job situation.
3. Provide ample opportunity during training to practice the task.
4. Use a variety of situations and examples, including both positive and negative models of the intended behavior.
5. Identify and label important features of a task.
6. Make sure trainees understand general principles.
7. Provide support back in the work environment, including clear goals, checklists, measurement, feedback, and rewards for using the new behaviors on the job.
8. Provide ample opportunity to perform what is learned back on the job.

Reference:

Baldwin, T. T. & Ford, J.K. (1988). Transfer of training: A review and directions for future research, *Personnel Psychology*, 41, 63-103.

Found at: <http://www.LeadershipSuccess.net>