Managers' Guide

Making
Discover Learning
a success

📣 Step One

Promote It

If people don't know about something, they can't use it!

Make sure that your team members know about Discover Learning, where they can access it and, most importantly, what they can get out of it.

Encourage them to bookmark it, and add it to their mobile devices, so that they can continue their development wherever they go.

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Step Two

Make it Part of the Process

It takes roughly 40 repetitions before something becomes a habit.So, the best way to encourage continued use is to build it into the way you work.

Use the tool as part of your My Development conversations. This resource has over 2000 just in time learning solutions that can be accessed at a time that suits you and your team members. If one of your team members comes to you with a question, or a scenario they need guidance on, direct them to a relevant resourceas part of your answer to help them resolve the situation.

Check in with your team regularly to find out what they've been learning about. Ask if they've used any good resources lately, or ifthey've seen anything they think the team would benefit from thatthey could share more widely. If you see a resource that you feel the team would be interested in, share this at team meetings or via email.

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Step Three

Encourage Development Time

Something we hear time and time again is that people don't feel they have enough time for learning and development. As a manager, it's important that you encourage your team members find that time, and help them see the development opportunities available to them.

Encourage a weekly 'development time target' or set up opportunities for team members to share what they've learned thatweek, and how it's helped them. You can even put specific time in the calendar for people to focus on their own development. This doesn't have to be long – just 15 minutes is enough to make a difference.

More formal development time, like 'Lunch and Learns' or team training, can help your whole team focus on a specific subject. Don't know where to start? Our resources are perfect for this.

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Step Four
Celebrate Success

Celebrate success where you see it.

If you have team members who have really embraced the resources, shout about it. Give them praise for their efforts. And remember - a kind word can go a long way towards encouraging effective behaviours.

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🎆 Step Five

Appoint a Champion

If there's somebody in your team who really embraces the opportunities open to them and makes their development a top priority, make them a champion.

Challenge them to promote Discover Learning to their colleagues and askthem for their ideas on how they can engage everyone in learning and development.

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👤 Step Six

Be a Role Model

Discover Learning isn't just for your team.

You'll find a whole range of useful resources that you can use in your day-to-day work too. The more you use the tools yourself in the flow of work, the more opportunities you'll have to share insightful findings and recommend specific resources to your team members.

Launch Discover Learning here.
You can also find the link on the
Learning and Development intranet pages.