## A definition of learning

"A long term change in behaviour prompted by an experience".

From: Tim Russell

"Learning is not compulsory – neither is survival" Source: W E Deming

#### Self-directed learning defined

"Self-directed learning is a process in which individuals take the initiative with or without the help of others in diagnosing their learning needs, formulating goals, identifying human and material resources for learning, choosing and implementing appropriate learning strategies and evaluating learning outcomes".

From: Malcolm Knowles 1975

## Two simple learning models

- E xplanation
- D emonstration
- P ractice
- M emorise
- **U** nderstand
- D o

### Two types of personal learning

Internal processing

....concentration and reflection

External processing

...experimentation and action

Source: David Kolb

#### Two factors that determine performance

#### Self 1: Internal interference

Our conscious voice that tends to be judgmental, and may distort perception and create internal interference.

Self 2: Latent capabilities and potential

Our inner self, tending to deliver our best performance when it can focus and not is distracted by Self 1 interference.

Source: Timothy Gallwey

## Three positive outcomes when we genuinely learn from mistakes

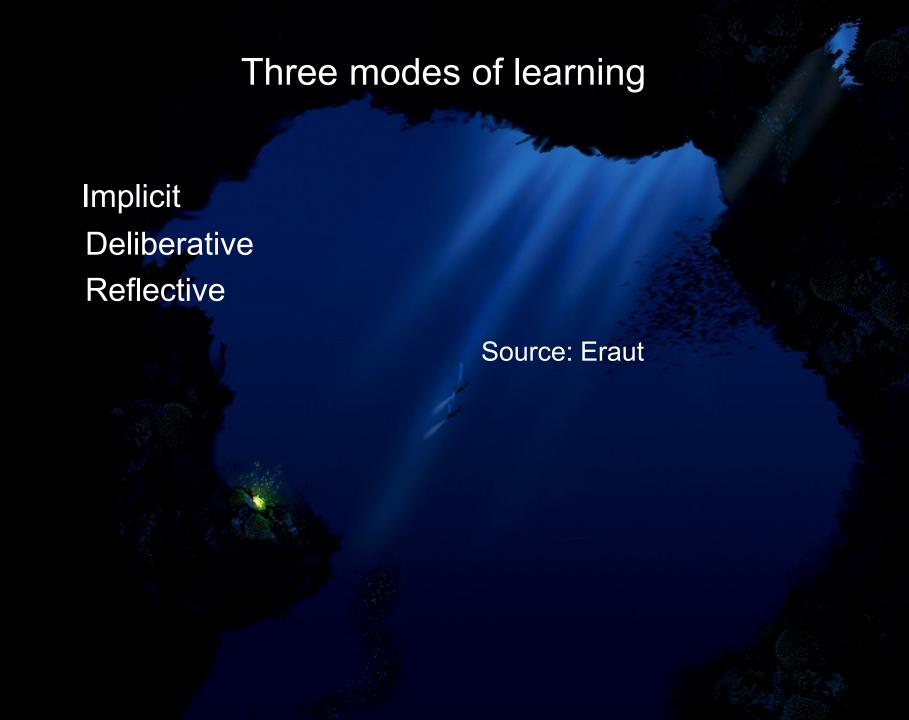
We can identify the obstacle that prevents us from achieving We have a renewed sense of humility and respect for the process of learning and what mastery requires We recognise the need for sharing the process of learning, not just the accomplishments

Source: Laurie Burruss

## Three laws of learning

The law of readiness
The law of exercise
The law of effect

Source: Thomas Frazier



### Three types of motivated learner

Goal-oriented
Activity-oriented
Learning-oriented

Source: Cyril Houle

#### Three qualities of the 'Learning Manager'

Language: Can articulate credibly, with authority
Mental models: Understands a framework of ideas that
enables true and deep insights
Behaviour: Shows by what they do that they possess
the skills – 'they walk the talk'

From: Ian Hinton

## Three learning paths

In the moment
Toward a goal
Retroactive

Source: Pat McLagan

#### Three types of learning

Learning from the present: intelligence

Learning from the past: experience

Learning from the future: experimentation

Source: Abidi

## Three enhancers of informal and incidental learning

Creativity
Proactivity
Critical reflectivity

Source: Watkins et al

## Three essential personality dimensions measured by Oddi's Continuing Learning Inventory

Proactive drive versus reactive drive

Cognitive openness versus defensiveness

Commitment to learning versus apathy or aversion to learning

Source: Lorys Oddi

#### Three elements of a learning log

An account of what happened, analysing the behaviour of the learner and of any others involved in the situation Learning points or conclusions drawn from the experience A plan of action for next time, drawing on the learning from the experience

Source: Honey and Mumford

### Three stages in reflection for learning

Reflection for action:

Anticipating activity

Reflection in action:

Analytical reflection during activity

Reflection on action:

Evaluative, post-activity reflection

Source: Erika Andersen from Cowan

# Three dimensions of reality within a learning event

Content reality
Process reality
Environmental reality

Source: Don Binstead

#### Three types of workplace learning

Incidental learning, in the moment, to support performance

Work apart learning
Structured, usually away from the workplace
Work enabled learning
Informal, catalysed by work needs
Work embedded learning

Source: Marsick et al

#### Three issues underpinning learning

Much of what we do as humans is habitual and unexamined.

Even though we may have years of experience, few of us have developed an effective practice of learning from that experience.

When we discover a successful way of doing something, we tend to hang on to it, even, or perhaps especially, when things have changed around us.

Source: Bowerman and Collins

## Three wise learning thoughts from Confucius

Hear and forget

See and remember

Do and understand

## Three 'A's for learning

Acquisition
Application
Attribution

what have I learned?
how will this be used?
do I recognise its source?

Source: Andrew Gibbons

#### Three reflection time-frames

Reflecting back
Reflection in action
Reflecting forward

Source: Mary Holmes

## Three key learner variables

Desire - the degree of 'want' required

Opportunity - the time and support needed

Competence - the capability to deliver

Source: Andrew Gibbons

## Reg Revan's action learning formula

$$L = P + Q$$

Where: L is learning
P is programmed knowledge
Q is questioning insight

Source: Reg Revans

## Four types of learner

Sleepers
Warriors
Adventurers
Sages

Source: David Megginson

## Four ttages in the ORID reflectiction model

Objective
Reflective
Interpretive
Decisive

Source: Marsick and Maltbia

## Four essential elements of REAL learning

Capture

Application

Retention

Persistence

Source: Andrew Gibbons

#### Four things ego-free learners can do well

Truly want to understand and master new skills
See themselves very clearly
Constantly think of, and ask new questions
Tolerate their own mistakes as they move up
the learning curve

Source: Erika Andersen

#### Four parts of the experiential learning cycle

Experiencing Attend your concrete experience in

the moment

Reflecting Pause to reflect on that experience to

search for meaning

Thinking Engage abstract thinking and generalisations

leading to a decision

Acting Do something to test or implement your

decision, and the cycle begins again with a

new experience

Source: David Kolb

#### Four components of purposeful practice

Specific goals
Intense periods of undistracted practice
Immediate feedback
Focus on pushing beyond existing capabilities

Source: Anders Ericsson

## Four failure profiles

Success-oriented learners
Overstrivers
Failure avoiders
Failure accepters

Source: Laurie Burruss

#### Four parts to the DRIP learning model

- D The level of perceived difficulty in the learning
- R The degree of felt immediate relevance of the learning
- The impact and value of the learning
- Persistence the willingness to tackle barriers and obstacles to learning

Source: Andrew Gibbons

## Four types of learning

Fragmented

Pooled

Synergistic

Continuous

Source: Marsick and Dechant

#### Four things those that learn from failure do well

Learn from them

Own them

Fix them

Put safeguards in place to ensure the same mistake will never be repeated again

Source: Laurie Burruss

#### Four managerial roles that encourage learning

Role model
Provider
System builder
Champion

Source: Peter Honey

# Four organizational variables that influence the extent to which learners exhibit autonomous behaviours

Technical skills related to the learning process
Familiarity with the subject matter
Sense of personal competence as a learner
Commitment to learning at that particular time

Source: Merriam and Caffarello

## Four blocks to development

Unrewarding organisations
Preventive line managers
Passive participants
Trainers who are not developers

Source: Andrew Gibbons

## Four learning laws

The law of proximity

The law of similarity and familiarity

The law of closure

The law of continuation

Source: Wertheimer, Koffka and Kohler

## Four ways we learn

Challenging experiences
Opportunities to practice
Creative conversations
Time for reflection

Source: Charles Jennings

## Four organisational systems that influence learning

Strategy
Structure
Slack
Ideology

Source: Meyer 1982

## Four potential problems with informal learning

It may be too narrowly based so that the employee only learns part of a task or superficial skills which may not be transferable.

It may be unconscious and not be recognised. This does not build confidence nor lead to development.

It is not easy to accredit or use for formal qualifications.

The employee may learn bad habits or the wrong lessons.

Source: Dale and Bell

## Four learner temperaments

Artisans

Rationals

Idealists

Guardians

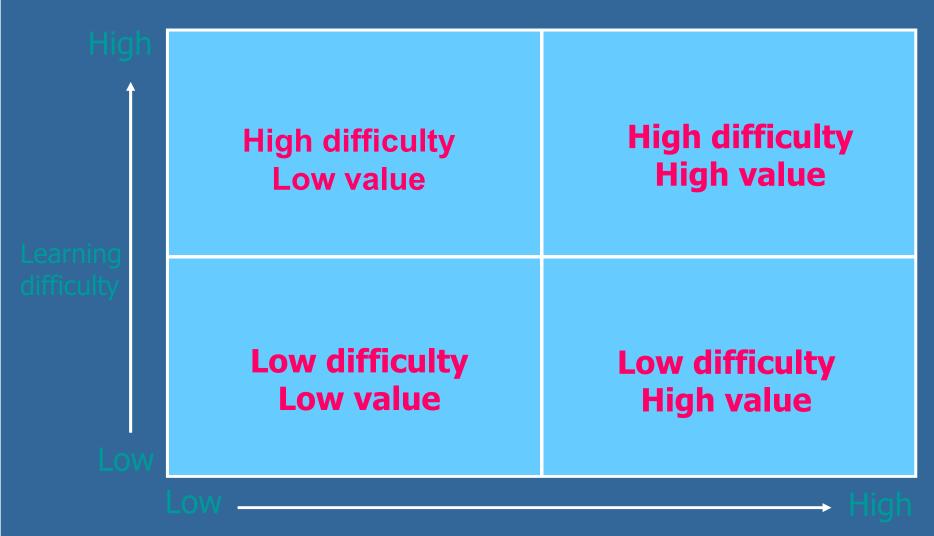
Source: David Keirsey

## Four critical elements of learning

Motivation
Reinforcement
Retention
Transference

From: Stephen Lieb

## Competitive advantage from difficult learning



Value to the organisation

## Four essentials for transfer of learning

Association
Linking new learning with what is already known
Similarity
Reinforcing a known, logical framework or pattern
Degree of original learning
High impact of the new learning
Critical attributes
Learning content has material extremely beneficial to

the job

From: Stephen Lieb

# Four categories from which we choose our behaviour

Automatic behaviour

Habits or comfortable ways of doing things

A back up repertoire

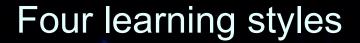
That we turn to when our automatic behaviours are not working to achieve the results we need

A creative zone

Our ability to come up with something new from behaviours we already have

A new learning capability

The ability to learn new behaviours



Activist

Reflector

**Theorist** 

**Pragmatist** 

Source: Honey and Mumford

### Four levels of evaluation

Reaction
Learning
Job behaviour change
Organisation Development

Source: Donald Kirkpatrick

### Four levels of learning

Unconscious incompetence
We don't know what we don't know

Conscious incompetence

We know what we don't know

Conscious competence

We know what we know

Unconscious competence

We don't know what we know

### Four questions around the training cycle

How best can and development needs be identified?

What needs to be taken into account when designing learning events to meet those needs?

What must be considered when decided on the best means to implement a solution to the design?

What questions must be answered in terms of the evaluation of the outcomes of the event/s?

Source: Andrew Gibbons

# Four parts to the classic development model

Identify learning needs
Design the learning event
Implement the event
Evaluate value of applied learning

## Four assumptions on learning

Learning from experience is far too important to be left to chance

People rarely do more than they need to 'Good' behaviour should never be assumed In most organisations, upward deference is rife

## Kolb's four learning styles

Active experimentation
Reflective observation
Concrete experience
Abstract conceptualisation

Source: David Kolb

# Four stages in embedding new capabilities

Hitting a perceived limit
Prolonged frustration
Sudden breakthrough
Rapid progress

Source: Anders Ericsson

# Four learner types

Innovative
Analytic
Common sense
Dynamic

Source: McCarthy



Aspiration
Self-awareness
Curiosity
Vulnerability

Source: Erika Andersen

### Four reasons managers don't learn

The idolisation of perceived past experiences

The charismatic influences of other, successful managers

The impulsion to instant activity

The belittlement of subordinates

Source: Reg Revans

## Four stages to the learning cycle

Having an experience

Reviewing

Concluding

Planning application of the learning

Source: Honey and Mumford

## Four strategies for learning from failure

Accept that failure is part of the process
Let out your frustration
Be brutally honest
Fail forward

Source: Laurie Burruss

## Four parts to Grow's learning model

Dependent
Interested
Involved
Self-directed

Source: Gerald Grow

# Four organisational influences on learning

Culture

Structure

**Processes** 

Practices

Source: Marsick and Watkins

## Four part learning process

Intuiting
Interpreting
Integrating
Institutionalising

Source: Dale and Bell

# Four organisational factors that shape informal learning

Feedback and support of co-workers and managers
The learning climate (acceptance and time for
experimenting on the job)

Workload

Autonomy in the performance of tasks and duties

Source: Van der Klink et al

# Four big benefits to organisations from learning

Learning increases everyone's capacity to contribute to the success of the organisation.

Learning enables the organisation to be more effective in meeting its goals and achieving its purposes.

A focus on learning, planned and unplanned, formal and informal, produces a wider range of solutions to organisational issues and challenges.

Learning helps a achieve a better balance between longterm organisational effectiveness and short-term organisational efficiency.

## Four principles of learner-centred design

Learners are responsible for their own learning

Training is the process of helping people to learn, but not necessarily meeting their conditioned responses to learning

The learning opportunities should provide the greatest amount of choice and freedom in how learners learn

The learning opportunity should be fun-filled and free from fear and embarrassment

Source: Trevor Bentley

## Four options to prompt learning

Appeasement
Accommodation
Challenge
Confrontation

Source: Andrew Gibbons

## Four environmental influences on learning

Your manager
The organisational culture
Peers
Opportunities

## Five challenges for learners

Learning to learn
Transfer of learning
Clarity of learning
Behaviour
Taking opportunities

### Five influences on the motivation to learn

Beliefs

Enthusiasm

Curiosity

Courage

Resilience

## The five 'r's of lifelong learning

Resourcefulness

Remembering

Resilience

Reflection

Responsiveness

Source: Bill Lucas

### Five reasons for interest in learning

Changes are bigger and are happening faster. Learning is the way to keep ahead.

Jobs for life have gone. Learning is the way to develop and maintain employability.

Increasing emphasis is being placed on the need for individuals to take responsibility for their life and work.

Learning is the path to increased responsibilities

Learning to learn is being increasingly acknowledged as the ultimate life skill.

# Five ways to optimise learning when designing a learning programme

Clarify the objective
Link to emotion
Repeat repeat repeat
Positively reinforce
End with accountability

Source: Thomas Frazier

# Five key variables on individual learning

Motivation

Time

Resources

Expectations

Rewards

Source: Marsick and Watkins

### Five ways to fail forward

Feel comfortable and responsible for surfacing and learning from failures

Understand what happened rather than who did it

Analyse the failures

Proactively search for opportunities to experiment

Source: Laurie Burruss

# Reg Revan's five stages of learning

Survey
Hypothesis
Action
Inspection
Incorporation

#### Five instructional features

Autonomy, responsibility and intentionality
Intrinsically motivating learning activities
Enculturalism
Discourse and collaboration among learners

Reflection

# Cavaliere's five part learning model

Inquiring
Modelling
Experimenting and practicing
Theorising and perfecting
Actualising

# Five indications of andragogic learning

The learner is self-directed
The vast experiences of an adult adds to knowledge
The learner is at a stage in life where s/he is ready to learn
Adult learning is problem-centred
The adult is internally motivated

Source: Malcolm Knowles

# Five benefits for individuals of learning

Learning is the key to developing potential

Learning to learn is the key to effective learning

Learning enables individuals meet the demands of change

The capacity to learn is an asset which never becomes

obsolete

Embracing learning helps the individual to acknowledge that learning is more than just formal education and training

Source: Peter Honey

# Five dimensions of curiosity

Deprivation sensitivity
Joyous exploration
Social curiosity
Stress tolerance
Thrill seeking

Source: Kashdan et al

### Five signs of a competent learner

Critically observe those from whom you can learn
Don't lose touch with people who can help your development
Read, note and retain your learning
If you haven't got a Mentor, get one now
Watch the TV and YouTube, then record what you have learned

Source: Andrew Gibbons

### The virtuous learning cycle

A focus on effectiveness leading to...

Strong perception of relevance, leading to...

Immediate application of learning, leading to...

Rewards from that application and use, leading to...

Enthusiasm for further learning

Source: Alan Mumford

# Six methods to move adults to mature learners

From dependency to autonomy

From ignorance to insight

From using shallow abilities to deep abilities

From selfishness to altruism

From a need for certainty to a tolerance of ambiguity

Source: Malcolm Knowles

# Six principles of adult learning

Adults are autonomous and self-directed

Adults need to connect new learning with previous life experiences and knowledge

Adults are goal-oriented - and will look for this Adults are relevancy-oriented

Adults are practical - seeking application of learning Adults need respect and recognition for what they can contribute

From: Malcolm Knowles

# Six positive features of learning log use

Recognises the value of learning from real world experience
Helps maximise impact of all parts of the learning cycle
Recognises individual and personal nature of learning
Helps to plan future development
Reinforces individual responsibility in development
Provides a format for recording evidence of development

From: Jean Barclay

#### Six levels of reflection

Zero

Empathetic

Relational

Systemic

**Self Transcendental** 

Source: Michael Carroll

#### Six threads for learning

Ambition, which when properly focused, is an asset

Adaptability, the ability to work with others and respond to different challenges

Resourcefulness, the ability to use good judgement in different situations

Faith, both in yourself, and your team

Fight - the ability to pick yourself up and try again

Patience, reliability, integrity, honesty and sincerity

Source: Kaye and Kleiner

### Six reasons taking advice is not easy

Thinking you already have the answers
Choosing the wrong advisors
Define the issues and/or problem poorly
Discounting advice
Discomfort with the need to seek advice
Unrealistic expectations of easy or instant solutions

#### Six ways to enhance the value of learning

Organise and plan learning (so it's not just reactions to life events).

Pinpoint precisely what has been learned, and what to do differently or better as a consequence.

Share what has been learned with others who will benefit.

Check on the quality of what has been learned (it is just as easy to learn bad habits as good ones).

Transfer what has been learned, and apply it in different circumstances.

Review and improve the learning process itself.

Source: Peter Honey

#### Six keys to value added development

Everything is driven by business needs

All activities help achieve organisational goals

Providing people with skills and knowledge needed to improve personal performance

Assessing the readiness of the workplace to support learning skills

Achieve management acceptance of responsibility for a supportive workplace that encourages the application of learning

Measurable results that can be tracked

Source: Robinson and Robinson

# Six big problems with training and development

A failure to identify the specific needs of learners and for learners to own their own development needs

Objectives set by trainers, rather than the learners

Little acceptance by learners of the need to take responsibility for their own development

Constraints of time for preparation and participation in learning events

A failure to follow through learning beyond an event or course

Failing to achieve high value via transfer of the learning

From: Jeff Gold

# Six barriers to learning

Perceptual

Cultural

**Emotional-motivational** 

Intellectual

Expressive

Environmental

Source: Temporal and Boydell

### Six questions on self directed learning

Do people really want to be self directing?

Is everyone capable of being a self directed learner?

Is self directed learning the best option always?

Does top management, with its emphasis on personal accountability for results, really buy into it?

Are trainers capable of learning to be facilitators of self directed learners?

Are learning contracts an essential ingredient of self directed learning?

Source: Malcolm Knowles

#### Six features of a learning log

Recognises value of learning from real world experiences
Helps complete learning cycle, maximising learning
Helps plan future development
Reinforces individual responsibility for development
Provides format for recording tangible evidence of learning
Recognises individual, unique nature of learning journey

From: Jean Barclay

# Six issues around managing your own learning

Our professional development is a unique and personal journey Real life provides more learning opportunities than are taken Learning is a skilled process few of us have mastered No-one will show more interest in your learning than you do! Formal structured courses are not as significant as real work Truly managing your own learning should impress employers

Source: Andrew Gibbons

#### Six characteristics of informal learning

Integrated with work and daily routine
Triggered by an internal or external jolt
Not highly conscious
Often haphazard and influenced by change
An inductive process of reflection and action
Linked to the learning with others

Source: Marsick and Volpe

# Six stages of self-directed learning

Climate setting

Diagnosing learning needs

Formulating learning goals

Identifying human and material resources for learning

Choosing and implementing appropriate learning strategies

Evaluating learning outcomes

Source: Malcolm Knowles

# Seven principles when helping people to learn

People know more then they think they know

Everyone has resources for improving performance

Useful questions are worth more than commands

Each person is responsible for their own contribution to the organisation

Every setback provides a learning opportunity

Experiments precede learning

Challenging but achievable goals bring out the best in people

Source: King and Eaton

# Seven dimensions of the Learning Organisation

Create continuous learning opportunities
Promote inquiry and dialogue
Encourage collaboration and team learning
Create systems to capture and share learning
Empower people toward a collective vision
Connect the organisation to its environment
Provide strategic leadership for learning

Source: Marsick and Watkins

# Seven key issues around CPD

The value of developmental outcomes mean more than inputs
We learn a lot more from everyday learning than structured
For true CPD points must not make prizes
The true professional is a reflective practitioner
Learning organisations require learning people
All work and activity is inherently developmental
Staying competent matters more than passing exams years ago

Source: Andrew Gibbons

#### Seven learner combinations

Behaviour alone = Imitatative

Language alone = Bullshitter

Mental model alone = Inhibited theorist

Behaviour and language = Limited learner

Mental model and language = Application denier

Behaviour and mental model = Inarticulate

Rarely, the true learner has all three...

From: Ian Hinton

# Seven things 4.0 learners do well

Hear the call
Create future-pull
Search far and wide
Connect the dots
Mine for gold
Learn to last
Transfer to life

Source: Pat McLagan

#### Seven levels of interest in your own development

I have development needs, but I'm not interested in working on them.

I have development needs, but I don't know what they are.

I have development needs, I know what they are, but refuse to do anything about them.

I have development needs, I know what they are, but I need a push to do anything about them.

I know about my development needs, I'm motivated to do something, but I don't know how to go about it.

I know about my development needs, I'm motivated to do something, and I'm doing so.

I have no development needs.

Source: Leslie Rae

#### Eight learning skills

#### Skilled learners:

Anticipate and prepare for a learning experience Recognise and fully exploit a learning experience Seek out new learning - they don't wait passively for this Take risks and innovate - within parameters Look for, and appropriately accept help and feedback Are constructively self analytical and critical Filter new learning, making associations and connections Overcome barriers and obstacles to their learning

Source: Andrew Gibbons

# Eight factors in the self-directed learning scale

Love of learning

Self-concept as an effective, independent learner
Tolerance of risk, ambiguity and complexity in learning
Creativity

View of learning as a lifelong, beneficial process Initiative in learning

Self-understanding

Acceptance of responsibility for one's own learning

Source: Lucy Guglielmino

# Eight laws of learning

Readiness

Exercise

Effect

Primacy

Recency

Intensity

Freedom

Requirement

Source: Edward Thorndike

# Eight behaviours for professional development

Curiosity

Decisive thinker

Driven to deliver

Skilled influencer

Collaborative

Personally credible

Courage to challenge

Role model

# Eight types of learner

Left-to-righter

Direction changer

Central shaper

Outliner

Creator

Disconnector

Random connector

**Bottom liner** 

Source: Donalee Markus

### The nine styles of experiential learning

Experiencing style Imagining style Reflecting style Analytical style Thinking style Deciding style Acting style Initiating style Balancing style

Source: Kay Petereson

### Ten qualities of a 4.0 learner

**Imagination** 

Whole brain/whole body

Self-transformation

Deep learning

Anywhere/anytime

Smart use of information

Resource versatility

Change agency

Co-evolution with technology

Shared 4.0

Source: Pat McLagan

#### Ten steps for perspective transformation

Disorienting dilemma

**Self-examination** 

Critical assessment

Recognition

Exploration

**Planning** 

Acquiring

Provisional trying

Building competence

Reintegration

Source: Mezirow