



Tips for Educating Employees

1. Ensure a holistic approach to workplace learning that encourages and models being open, welcoming, and inclusive in spirit and in action.
2. Learning something new can be scary. Help learners to feel safe, engaged, and supported
3. Remember we are all learners whether we are teaching or a participant! Treat each learning experience is unique as are the participants and their needs!
4. Be wary of cultural assumptions. Take time to consider the unique diversity of the group, their needs and expectations.
5. Design activities and content to help people feel safe to ask questions and confident that they have respect. Show respect to others; show that you expect others to show respect.
6. Recognize that people bring a great deal of experience and knowledge to any learning situation or new program. Respect employees' experience; ask them to share ideas, opinions, and knowledge.
7. Ask employees' to provide helpful input before, during, and after implementation of a program, practice or learning session.
8. Remember employees are decision-makers and self-directed learners. Listen to what they want and need; be flexible. Ask for feedback. Change your approach if needed.
9. To motivate learning include information that they find meaningful, and make it as easy to understand as possible.
10. Use a range of evaluation techniques to verify employees' learning.