

**Action Steps to Support Your Learning:**  
*A Guide for Employees*

*During the Workshop*

**BE** a fully engaged participant by taking:

Active involvement in oral discussions and skill practice sessions.

Sources:

*Designing and Delivering Cost-Effective Training*  
*Transfer of Training*, ML Broad and JWNewstrom  
Mindtools: Career Excellence Club™ [www.mindtools.com](http://www.mindtools.com)