Growing people to do great things for our communities

1/17/2024

A logo with text and a book

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Pukapuka rātaka akoranga Learning journal

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This journal is brought to you by the Co-Lab Learning team. We’re always keen to hear from you if you have questions, ideas, suggestions for improvement to this journal, or topics that you’d like to learn more about. Contact us by emailing [learning@colabsolutions.govt.nz](mailto:learning@colabsolutions.govt.nz)

And check out the eLearning we have available for you at <https://learning.colabsolutions.govt.nz/>

# Wave Gesture with solid fillTimatanga kōrero – Introduction

Nau mai, haere mai, and welcome to your learning journal. The purpose of this journal is to provide you with a space to record and reflect on ALL the different types of learning you encounter as a local government employee.

Learning doesn’t just take place when we attend a course or complete a module, it happens in all sorts of ways and in lots of different places! Regardless of whether you complete an eLearning module, attend a formal course resulting in a qualification, or pick up some new knowledge on the job, use this journal to do three things:

1. Record the learning you’ve completed
2. Reflect on what you’ve learned
3. Plan how you will do something differently because of what you’ve learned

The journal is *yours* – it is not intended to be shared with anyone else – unless you choose to do so.

The journal is designed to be used electronically or in printed form, whichever you prefer. It contains blank spaces to record learning events, and reflection pages with questions to prompt your thinking. On occasion, you might like a learning buddy to check in with you to see what you’ve started doing differently, and how that’s going, and so there are spaces to record this too.

The size of the journal is easily extendable, simply select the two blank pages of learning reflection and copy them onto a blank page. Do this as many times as you need to create more space.

Whāia te mātauranga hei oranga mō koutou Seek after learning for the sake of your wellbeing

*This whakatauki refers to the importance of learning for it is key to your wellbeing. If you follow the path of learning, the world will be your oyster.*

Source: [Inspiring Communities](https://inspiringcommunities.org.nz/wp-content/uploads/2018/09/Inspiring-Communities-%E2%80%93-Whakatauki-information-sheet.pdf)

# Download from cloud with solid fillWhakawhiti akoranga - Learning transfer

Whakawhiti akoranga – learning transfer, is another way of describing the process of getting learning to ‘stick’. This is when a person can apply the skills and knowledge they have learned at a training course to the world outside the classroom, demonstrating that the learning has ‘stuck’.

We invest lots of time and resources into learning and development as organisations and individuals, so its really important that transfer of learning happens so everyone gets value out of their investment.

## How do we support whakawhiti akoranga?

There are a few ways that learners and the manager supporting them can help learning ‘stick’ and ensure transfer of learning happens.

The guide below describes some things that participants and their line manager can do to support whakawhiti akoranga ***before, during and after***a learning experience.

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| Participant | Line manager |
| Getting the most out of your learning and development activities | Supporting your people to get the most out of their learning and development activities |
| **Before**   * Complete any required pre-work * Prepare the space and time to participate fully * Set the expectation that you will be unavailable while you are participating in learning | **Before**   * Take an interest * Ask about the course and what’s involved * Offer support in terms of ensuring they have the time to participate fully * Communicate the value of learning and development |
| **During**   * Be present * Engage fully * Choose your mindset * Own your contribution | **During**   * Ensure they have the space and time to participate fully with no interruptions |
| **After**   * Complete any provided post-learning activities * Plan your first 1:30 (one thing to work on for the next 30 days) * Load into your performance development plan as a goal * Share what you’ve learned with your team and line manager * Seek help to apply your learning or find out more if needed | **After**   * Ask what they learned * Support them to apply/practice the new skills, tools or knowledge * Support them to share key learnings with the team * Support them to develop a 1:30 plan * Follow up to find out how they implemented the learning * Discuss during 1:1s and consider creating a related development goal |
| Source: Dimond, K. (2023). Waikato Regional Council | |

# Tools with solid fill1:30 tool

The 1:30 tool is a way of keeping learning alive through deliberate action.

Step 1 After a learning event, decide on one action you will take, or one tool or skill you will apply, over the next 30 days.

Step 2 If appropriate, add this action, tool or skill to your performance development plan and share it with your manager.

Step 3 Plan a check-in after 15 days and again after 30 days to see how you are tracking. It might help to have an accountability buddy – someone who will check in with you to discuss your progress.

Step 4 After 30 days reflect on your progress and choose another action for the next 30 days.

Use the template below – and throughout this journal – to help reinforce your 1:30.

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| The one action/tool/skill I will apply is: |
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| 15 day check-in date: |
| 30 day check-in date: |
| Accountability buddy: |

Source: Dimond, K. (2023). Waikato Regional Council

# Checklist with solid fillMy learning record

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| Date | Learning event type\* | Topic - what the learning was about | Learning reflection page no. |
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\*Learning event type could be one (or more) of the following:

* eLearning module
* Workshop (online or in-person)
* Formal course (resulting in a qualification or certificate)
* On-the-job knowledge
* Informal learning (eg; podcast, video, reading etc)

# Reflection with solid fillLearning reflection

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| Date: | Learning event type: |
| Location: | Topic: |

What were my key takeaways from this learning? What surprised me?

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| 15 day check-in date: |
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What support might I need to try doing something differently?

(eg; time, resources, manager approval etc)

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How will I go about finding the support I need?

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| Scribble with solid fill  Notes, ideas, doodles: |

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# Check-in

Look back over the last three learning reflections and answer the following questions.

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| Learning reflection topic: | Date reflection completed: |
| What action/skill/tool did I decide to apply to my work? |  |
| Did I successfully do what I set out to apply to my work? |  |
| If yes, what benefits have I noticed? |  |
| If no, what stopped me from doing this? |  |
| What might I do next? |  |

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Continue your learning journey! Extend your learning journal by selecting two blank pages of learning reflection and one blank check-in page, then copy and paste them here. Do this as many times as you need to create more space.