READY-TO-USE TEMPLATE

Help the Learning Stick

A two-week practice plan with support, evidence, and a useful review.

15 minutes | Two-week training follow-through plan

Use the supplied wording as it is, or change it together. The Word file and Notion template are editable. Keep only notes you need.

Choose one practice

Name a behavior in a real situation, not an identity to become.

In [situation], I want to try [specific action] because [difference it may make]. I will start small enough to learn without creating unnecessary risk.

Find the next opportunity

Use an actual date or recurring event.

My first opportunity is:
What I need to prepare:
Permission, access, or help needed:
What would make this an unsuitable moment to practice:

Notes and changes for our situation

Help the Learning Stick

WORKING AGENDA / CONTINUED

Agree the support

Ask before involving a colleague as an observer.

Could you observe [specific part] and help me notice what happens? I would like feedback about [behavior], not a general rating. We will spend [time] comparing what each of us saw.

Capture one attempt

Write a few lines soon after the event.

What I tried:
What actually happened:
What I noticed in myself:
What others experienced, if they chose to share:
What the conditions made easier or harder:

Notes and changes for our situation

Help the Learning Stick

WORKING AGENDA / CONTINUED

Adjust the next attempt

Keep, change, or stop based on what you learned.

One thing to keep:
One thing to change:
Support I will ask for:
Next opportunity:
Something I should not infer from just one attempt:

Review after two weeks

Use examples; do not confuse confidence with demonstrated practice.

What can I now do more reliably? Where does the practice still break down? What has changed for the people involved? Should I continue, adapt, or choose a different practice? What will my manager or team change to support it?

The thinking behind it

Learning is a relationship between a person and their environment. Growth should not depend on doing all the repair work alone.

Read When Mattering Isn't Enough by Nic Payne

Keep the useful part

A shared record, not a transcript. Agree what belongs here and what should stay private.

Date / people / purpose

What we agreed

Next step / owner / support / date

What remains open

When we will return to it

What am I asking someone to practice that our working conditions currently discourage?