



# Learning Paths Certification Workshop

Every minute employees are less than fully proficient has a significant impact on productivity, sales, quality, error rates, safety, customer satisfaction and more. For salespeople this means reaching sales goals weeks or months earlier. In manufacturing, this means reducing accidents by making workers safer sooner while improving the quality of their work. For health care workers it means providing a higher level of care without the need for constant supervision.

Ensuring that employees reach full proficiency while reducing time to proficiency is at the core of the Learning Paths approach designed by Learning Paths International and also as described in the book Learning Paths by Steve Rosenbaum and Jim Williams (2004). The Talent Hub in South Africa has a partnership agreement with Learning Paths International and presented the first-ever Learning Paths Certification workshop on South African soil in November 2012.

## What is a Learning Path?

A Learning Path is the chronological series of activities, events and experience that goes from Day 1 to Proficiency. We define proficiency as the measurable outcomes and observable behaviour of doing a job or task correctly at the desired level of performance. Once we have a definition of proficiency, we can determine current time to proficiency and set a goal of reducing time to proficiency by at least 30%.

## Why Learning Paths?

The first and most important reason why organisations implement learning paths is because it saves time and money. If you could get your employees to become proficient in the shortest possible time, you will be able to prove the return on the investment in training.

## Other Benefits

In addition to the financial business case, learning paths also:

- “guide” managers and new appointees in making the best decision regarding initial training
- help managers and existing employees with decisions regarding performance improvement training
- helps to document informal training

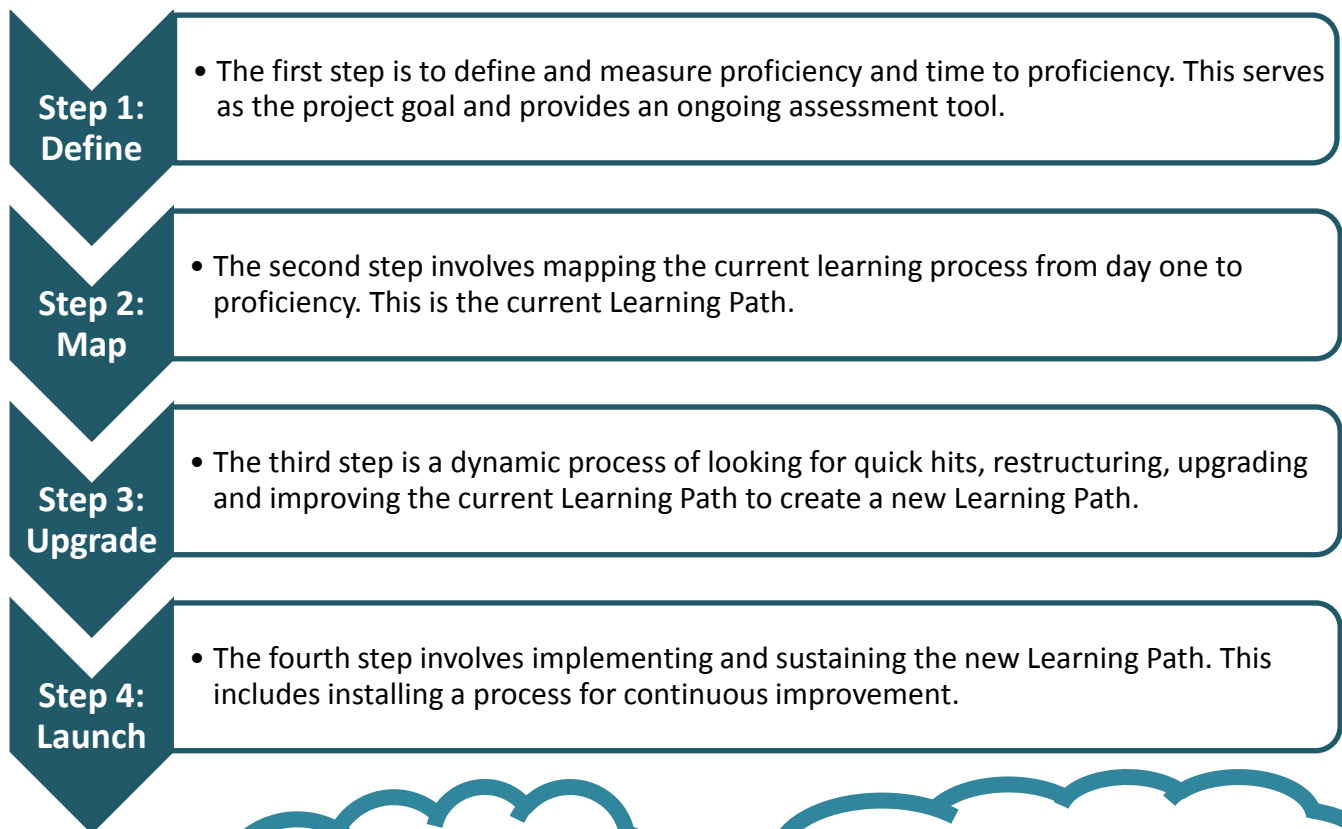
Learning Paths further provide:

- A better way to accurately forecast training days for new and existing employees
- A means to manage training
- Assurance that employees have demonstrated the ability to perform at standard (after completion of the courses)
- Opportunities to forecast the cost of training the current workforce
- Equal Access to training for all employees
  - A more efficient and effective way to keep up with technology through training
  - A company-wide training focus rather than individual
  - A rapid on-boarding process

## The process of designing a Learning Path

Individual Learning Paths projects start by targeting a critical job, function or task. Usually these involve front line employees and first line supervisors. We start with these functions because they have the greatest and most immediate impact on the organization. Then in as little as 6 to 8 weeks we create a new definition of proficiency and a reengineered Learning Path that will dramatically improve proficiency while reducing time to proficiency.

Ideally, Learning Paths are created for every function within an organization to establish a common approach to learning as well as promote sharing of best practices. A Learning Path project mirrors the process used for successful quality improvement initiatives. These projects use the following four steps:



*"This initial Learning Path and similar ones for other key positions in our company are critical to our growth plans for the future. They will differentiate our firm from other agencies in our industry, giving us a real advantage in competing for both talent and clients."*

Karen K. Farris, CPCU, ARM, RHSB  
President and CEO

*"It also helped capture unique knowledge from experts in their roles so that we were more effective and efficient in transferring learning from one functional employee (e.g. machine operator) to a similar employee (e.g. new hire machine operator)."*

David Bomzer, Senior Vice President Human Resources

## Overview of the Learning Paths certification workshop

This 2-day workshop is designed for organizations that want to train their staff on how to lead Learning Paths projects. In this workshop participants learn how to build Proficiency Definitions and Learning Paths for all of their major job functions. This workshop is also for organizations who are already working on Learning Paths initiatives that want to train more Learning Paths Project Leaders and take advantage of the latest Learning Paths technology and materials. This workshop is offered as an in-house workshop and as a public session.

## What you will learn

This workshop covers how to set up and run a Learning Paths initiative and be ready to start a Learning Path project when participants return to work. This 2-day workshop covers the following:

### Day 1

- The Learning Paths Business Case
- How to form a Learning Paths Team
- Create a Project Schedule and Plan
- Develop and Implement a Research Plan
- Build Proficiency Definitions

### Day 2

#### How to:

- Map a Current Learning Path
- Identify Quick Hits
- Structure/Sequence a New Learning Path using different techniques, e.g. micro-learning and nano-coaching
- Write Activity Descriptions
- Develop an Implementation Plan
- Measure and Track Results – Demo of TREK Learning Experience Manager

## What's included?

This workshop includes templates for creating all the documents and reports needed for a successful Learning Paths project. We encourage participants to bring their laptops to the workshop so they can work with these tools and templates to begin to build their own proficiency definition and Learning Path. Tools and templates include:

- |                                       |  |                                 |
|---------------------------------------|--|---------------------------------|
| ✓ Learning Paths Team Selection Guide | ✓ Proficiency Definition Workshop Presentation | ✓ Learning Path Template        |
| ✓ Learning Paths Project Calendar     | ✓ Learning Paths Workshop Presentation         | ✓ Activity Description Template |
| ✓ Kick-off Meeting Presentation       | ✓ Proficiency Definition Template              | ✓ Implementation Plan Template  |
|                                       | ✓  |                                 |

## Who should attend?

This Workshop is for managers and executives in human resources, training, quality, safety, sales, IT, operations, finance, and organizational development. In addition, it will help members of the training staff improve their design and development of training.

## Certification

Within 40 days after the two-day workshop, delegates will have to complete an assignment. On successful completion of the assignment delegates receive a certificate of competence, certifying them to lead Learning Path Projects in their specific organisations.

## Dates and Venue

Please contact [admin@thetalenthub.co.za](mailto:admin@thetalenthub.co.za) for the workshop dates.

## Fee

The cost for the two-day certification workshop is R8 995-00 per person (VAT excluded) and includes the assessment of the assignment to be certified competent. Delegates also receive a CD with all the tools and templates to assist them in running Learning Path Workshops in their own organisations.

## Booking Process

Please complete the attached registration form and e-mail to [lydiacs@yebo.co.za](mailto:lydiacs@yebo.co.za) or fax to 086 2188226. For more information please contact Elize van Wyk at 082 990 6328, Lydia Cillie-Schmidt at 082 9906327 or Susan London at 0829907525.



# REGISTRATION FORM



## Learning Paths Certification Workshop

Selected Date: \_\_\_\_\_

### Event Fees per delegate:

R 8 995.00 x \_\_\_\_\_ persons = R \_\_\_\_\_ plus VAT  
The Talent Hub's VAT registration number is: 4580264930

### Methods of Payment:

Kindly note that payment is required no later than 7 days from invoice date. In the event of non-payment, The Talent Hub reserves the right to cancel the booking and the full amount under disagreement will be due and payable.

Cheques Payable to: The Talent Hub  
Bank Transfer / Deposit:  
The Talent Hub  
Bank: ABSA Bank, Brooklyn, South Africa  
Branch Code: 632005  
Account Number: 9208781100  
Type of Account: Savings

### Confirmation details:

Upon Receipt of your booking, we will email each registered person our delegate confirmation pack. This pack will include venue information with a map and specific event details. If you have not received confirmation within one week of booking, kindly contact us on +27 (0) 82 990 6328 for assistance. Delegate fees include all workshop material, lunch and refreshments for each day. Please note that hotel accommodation and travel are not included in the price.

### Cancellation and Transfers Policy:

Delegates unable to attend the event may send a substitute delegate in their place. Please send written details of substitution. Written cancellations must be received more than 10 days prior to the date of the event and will be liable for 50% of the event fee. Failure to cancel, or cancellations received 10 days or less prior to the event date, will result in liability for the full event fee.

Bookings are provisionally confirmed upon receipt of signed registration form and firmly booked once payment has been received.

**Please complete form and fax back to 086 218 8226**

*Please photocopy this form as many times as necessary*

### Your company details:

Company Name: \_\_\_\_\_  
VAT Number: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Code: \_\_\_\_\_

### Name of Authorised Manager

Full Name: \_\_\_\_\_  
Contact Tel No: \_\_\_\_\_  
Email: \_\_\_\_\_

### Delegate 1

Full Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Email: \_\_\_\_\_

### Delegate 2

Full Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Email: \_\_\_\_\_

### Delegate 3

Full Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Email: \_\_\_\_\_

### Delegate 4

Full Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Email: \_\_\_\_\_

### Delegate 5

Full Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Email: \_\_\_\_\_