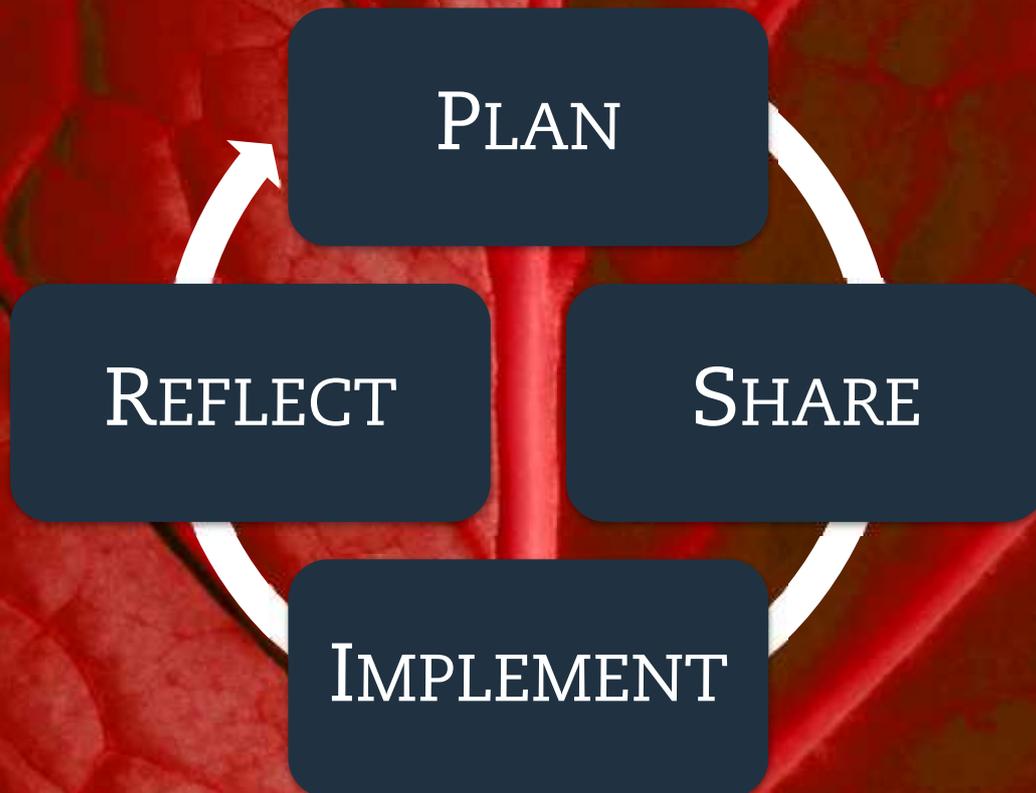


# WORKPLACE APPLICATION TOOL



The purpose of this tool is to help you to apply some of your new learning back at work.



**Organisation Development Institute**  
*Developing people, leading organisations*

# PLAN

## PLAN TO APPLY A NEW LEARNING BACK AT WORK. MAKE YOUR PLAN SMART:

**S**pecific – define it carefully with no unclear language.

**M**easurable – how will you track progress and measure the outcome?

**A**chievable – is it reasonable enough to be accomplished?

**R**elevant – is it meaningful for your work situation and the goals of your organisation?

**T**ime-bound – when do you expect to have implemented your plan?

What is the specific new learning I am going to apply at work? (tool, method, concept, suggestion)

What upcoming workplace activity, task or project provides an opportunity to apply my new learning?

What key personal or business outcome(s) do I think this application of new learning will impact? eg improved efficiency, customer satisfaction, workplace relationships

How will I know that what I've applied has caused a successful outcome?

What barriers or challenges, if any, do I anticipate as I apply this new learning?	What steps will I take to overcome them?

## SHARE

### TALK WITH SOMEONE ELSE ABOUT YOUR PLAN.

Talk with your line manager, a peer or coach. Change your plan if you think their ideas or insights can help.



## IMPLEMENT

### PUT YOUR PLAN INTO ACTION.

Carry out the activity, taking care to use the specific new learning as you have planned. Take it slowly and consciously work to follow your plan.



# REFLECT

## REFLECT ON THE APPLICATION OF YOUR NEW LEARNING.

It might be helpful for you to talk this over with the person who shared your plan. Here are some questions to help you:

What actually happened?

What were the outcomes?

What barriers or challenges did I face?

How did I overcome them?

What went well?

What didn't go so well?

What will I do next time to improve my performance?

What will I not do next time?

What conclusions can I draw?

# NOW WHAT?

## THINK ABOUT WHAT YOU'LL DO NEXT.

Now that you've completed a full cycle of PLAN, SHARE, IMPLEMENT and REFLECT, either:

- use another workplace activity to PLAN **another** application of this **same** learning, or
- now PLAN to apply **another** new learning.

