



My **Learning Book**

My name:

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My Learning Book

Introduction

Learning is a lifelong opportunity. Learning experiences may present themselves through formal training classes, conversations with others, reading something interesting, having a sudden insight or thought that causes you to see your world or opportunities in a different light.

We often have great thoughts and insights at the time of the learning experience, but sadly these may be lost when we do not write them down and/or act on them later. This booklet is intended to provide you with the opportunity to document your own learning.

This book enables you to:

- Capture your own learning ideas/insights/questions and intentions for change or improvement in behaviour/approach/communication etc.
- Easily refer to your notes regarding a particular learning experience in order to remind yourself of the issues or thoughts or ideas that particularly impressed you
- Document your own intended next steps for future reference, further research and planned action

How to use this book:

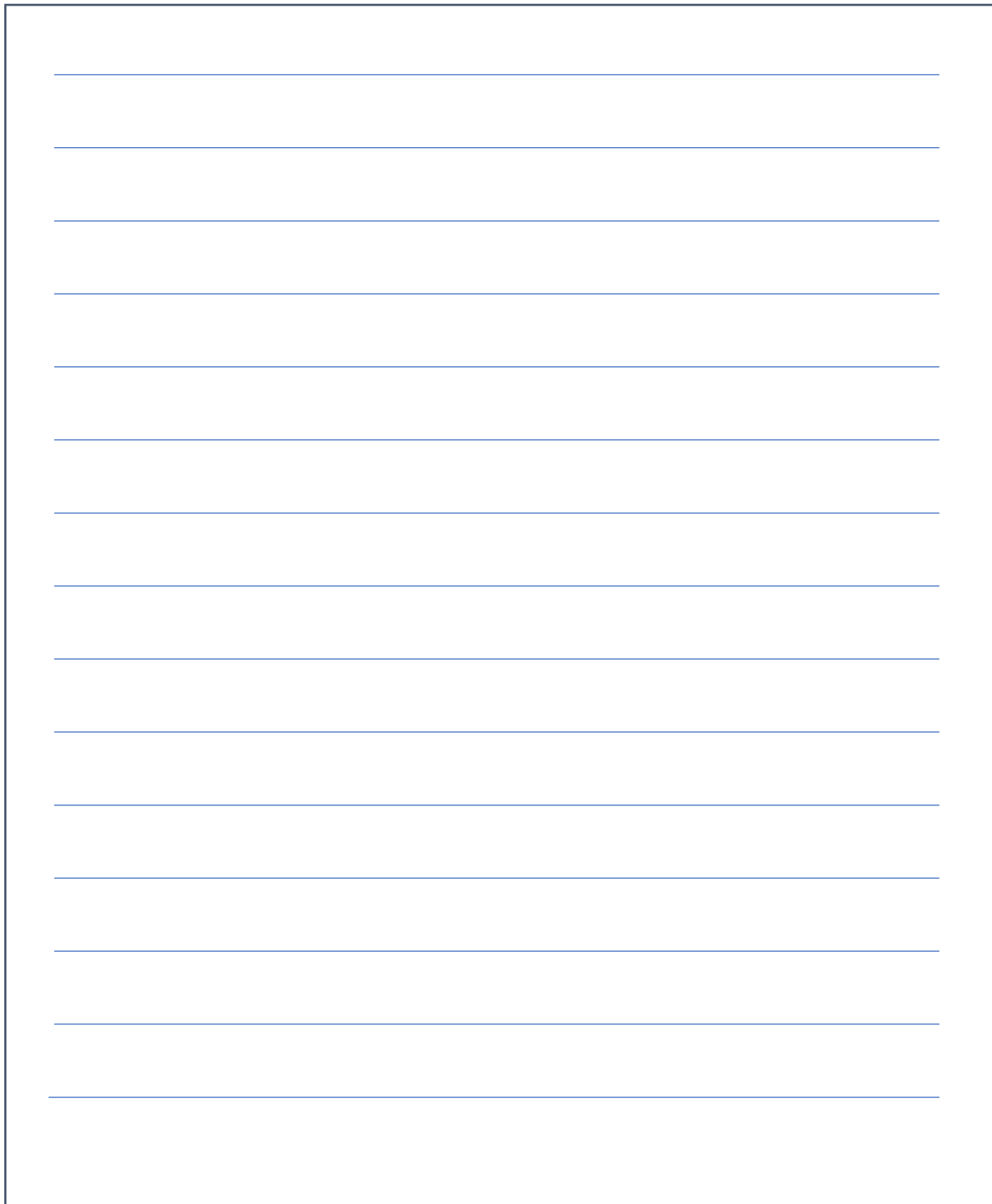
Take it to each training class, seminar and workshop or meeting you attend.

- Use it to capture ideas such as: “Successful meetings require an agreed agenda.” Or capture an action - “Action: search online training options for more courses on successful meetings.”
- Write down any new thoughts or ideas you have following a conversation with a colleague/ supervisor/other person.
- Refer to it often. Note your thoughts on various subjects and actions you planned to take to learn more about a particular topic.
- Use it as a reminder of your own learning through the years and to refresh your memory on various topics you learned about

“Whoever ceases to be a student has never been a student.” -
George Iles

Prepare to learn

What would I like to learn more about? (in general or specifically?)

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What I want to learn from this even/opportunity...

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Notes

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Learning

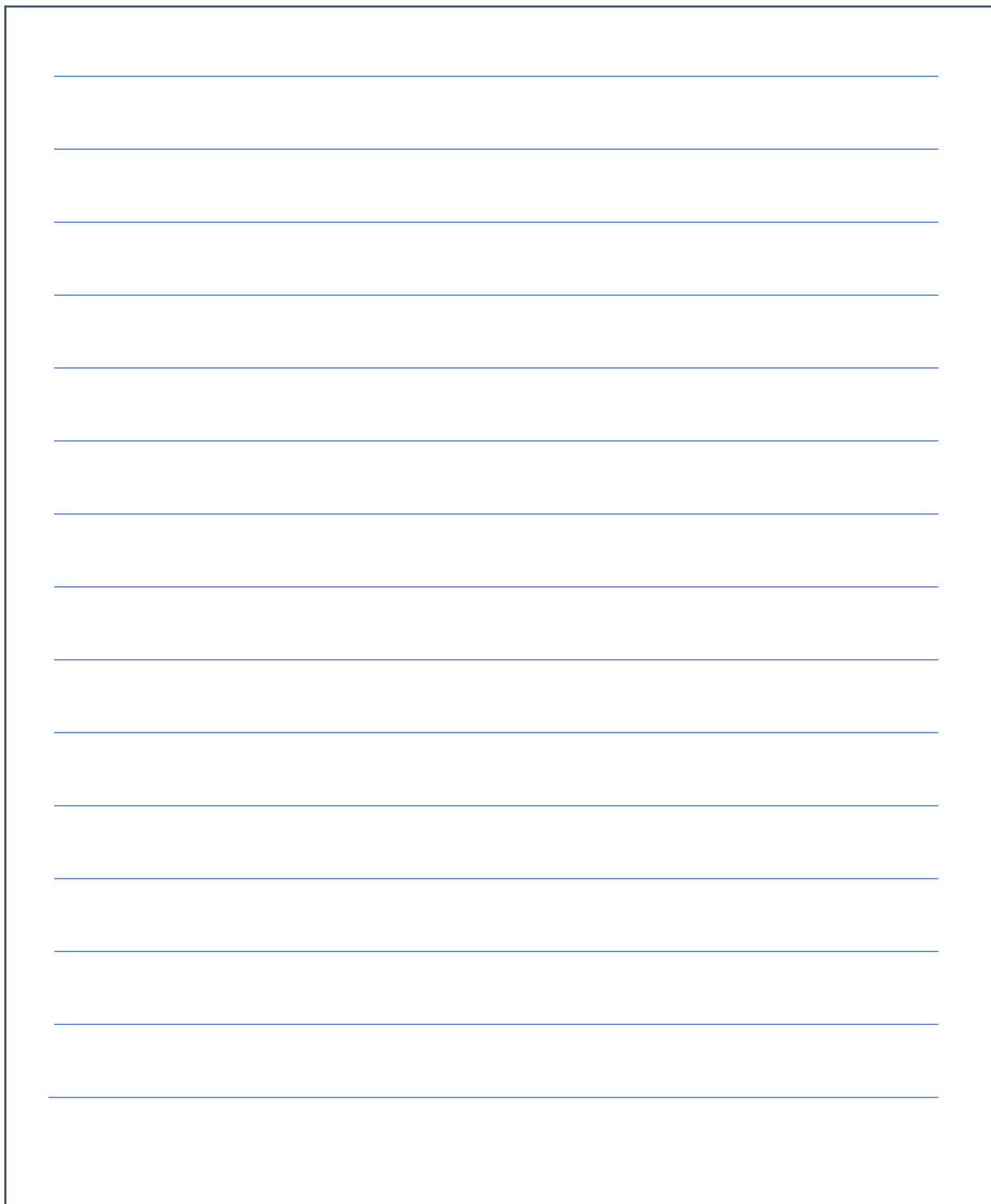
Questions I want to answer after this:

(further research, online searches, talk to people to find out more)

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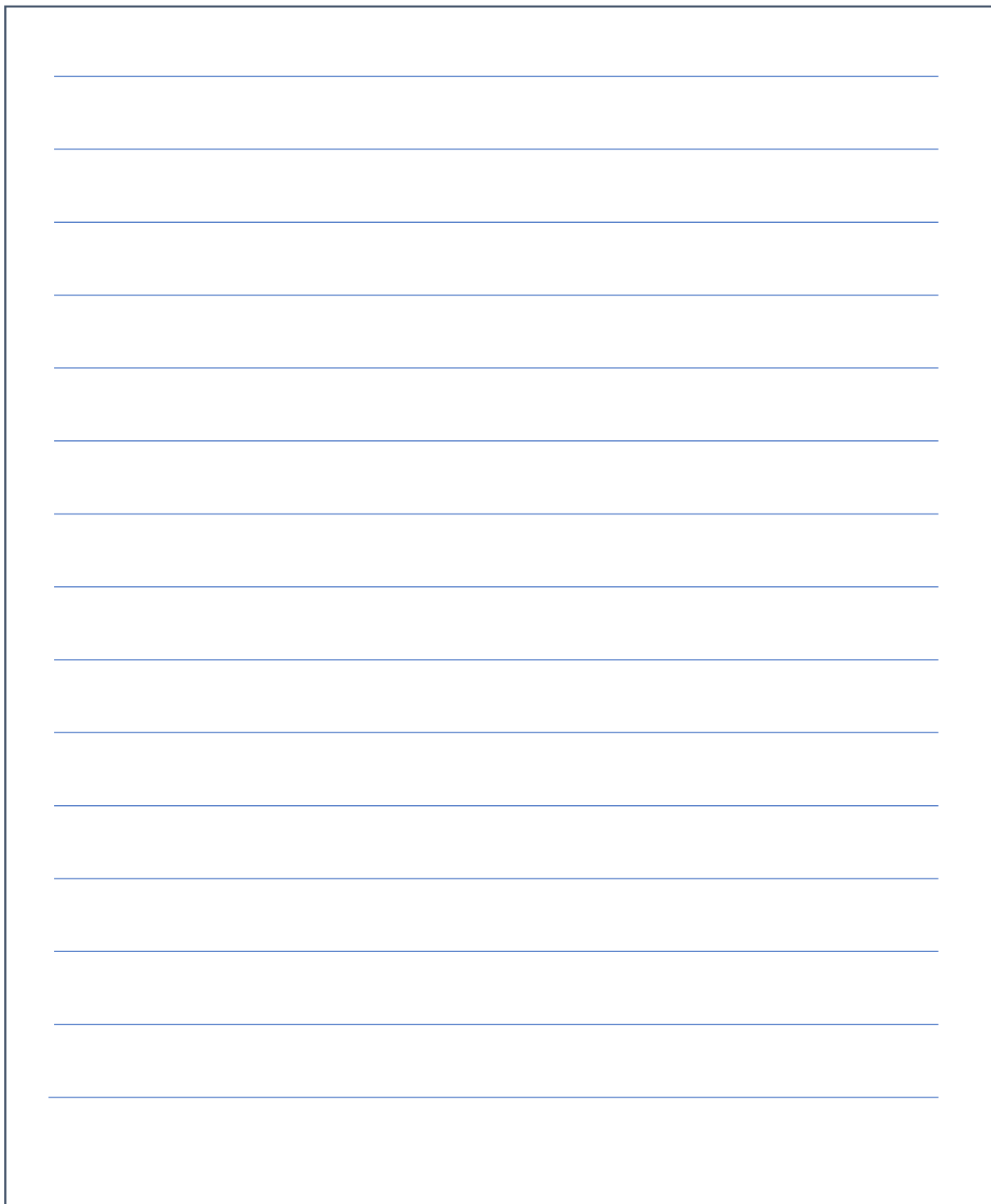
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Things I have learned this week:



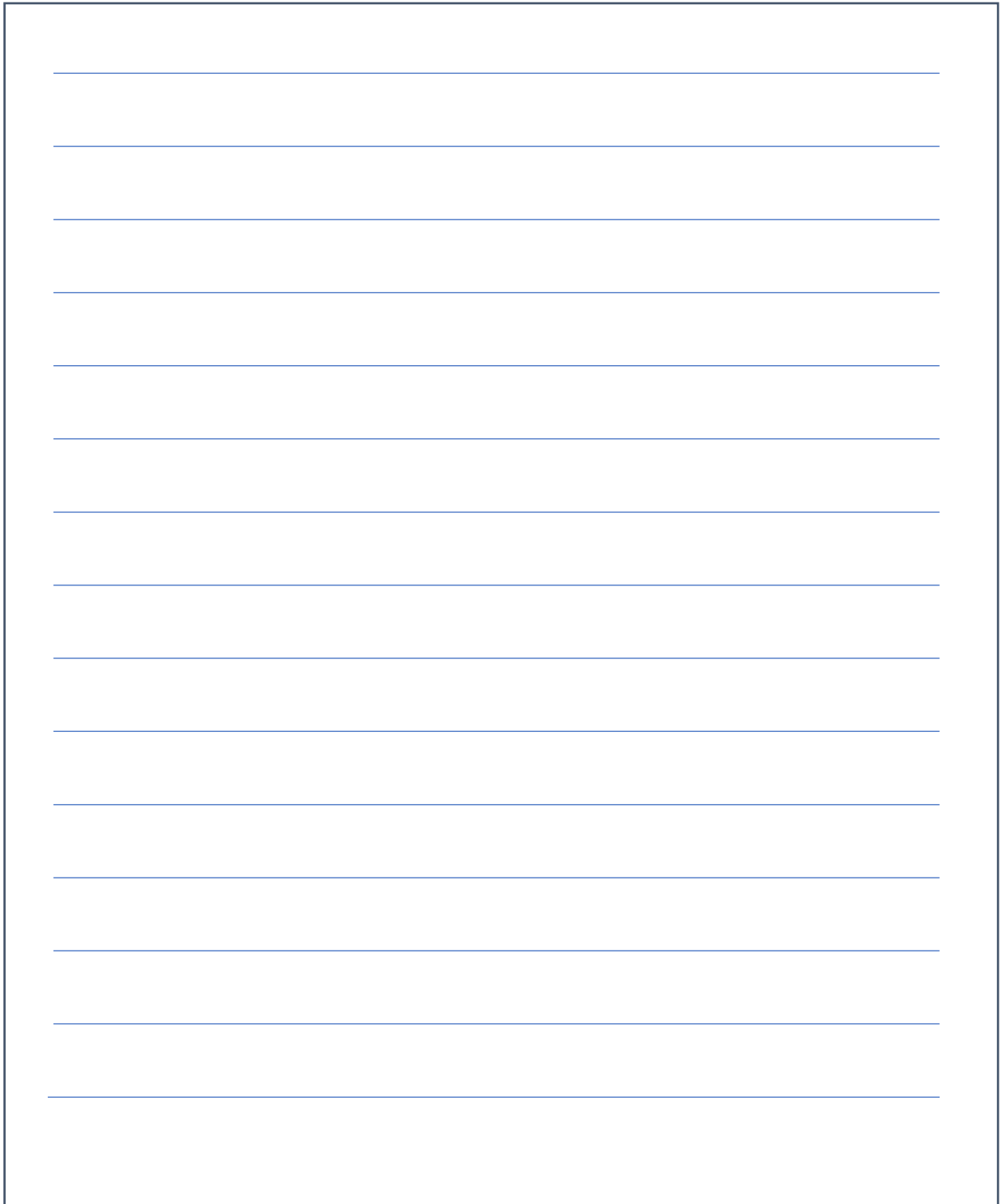
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Things I have learned this week:

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Quotes I liked:

(Statements or quotes on slides I liked)

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My favorite speakers/writers/experts to follow/find out more about

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Follow up after

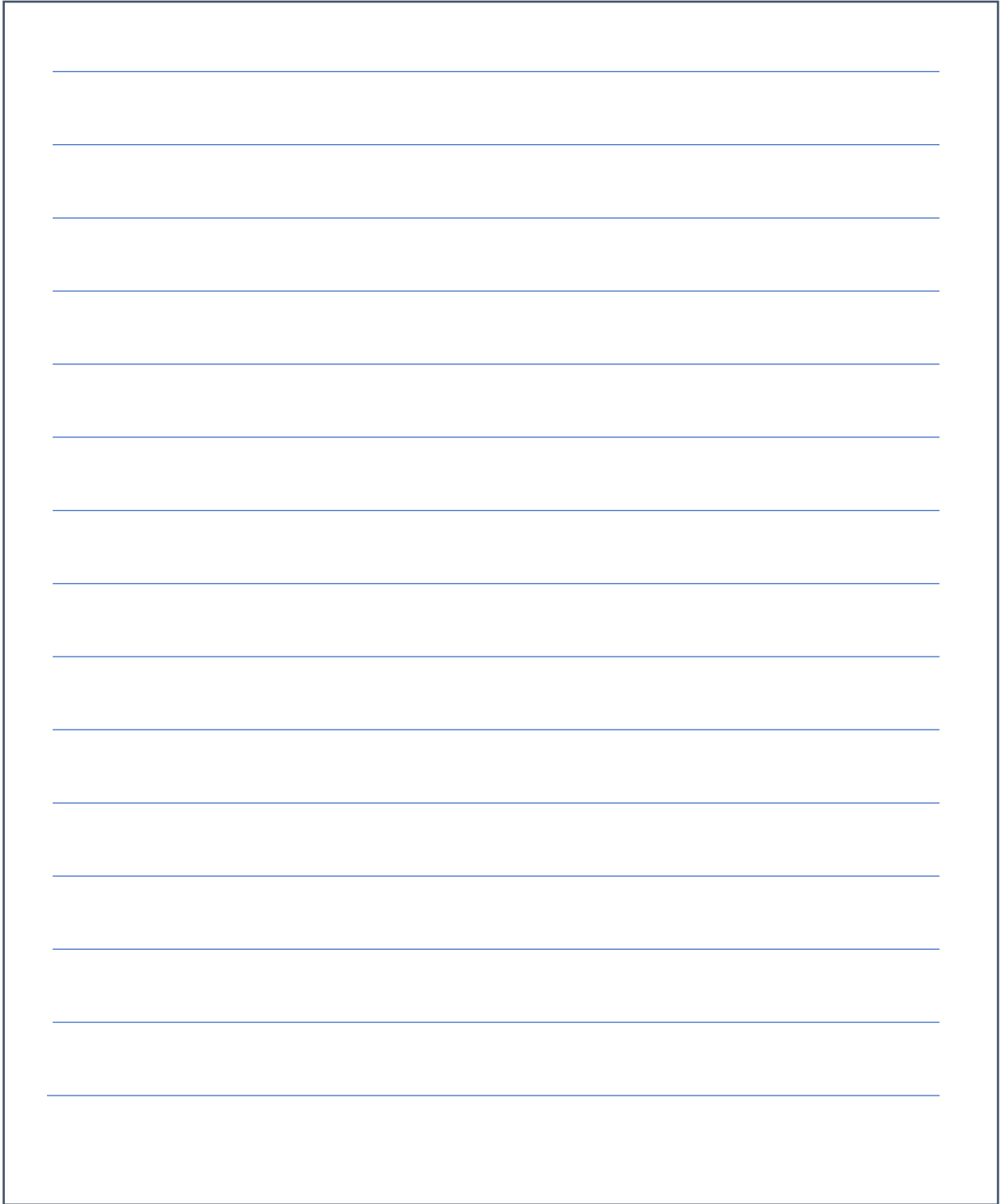
Actions I intend to take after this insightful experience:
(who to call/talk to, who should I meet with about this? What should I schedule to do?)

What will I do?	When will I do it?

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