

## Graduate guidelines

Make full use of the training and learning interventions offered during this graduate program. If you do not yet have one, **get a journal or use an app** to capture all your learning notes and questions. It is the best way to get the most out of learning moments and experiences.

The checklist below could help you prepare before each session with others (including discussions with your manager) and it can also help you learn further after a learning experience by reflecting on what you have experienced.

### Preparation:

Have you jotted down your own notes related to the following areas?

<input type="checkbox"/>	What questions do I have about this upcoming session/topic?
<input type="checkbox"/>	In what way does this topic relate to my work at The Company?
<input type="checkbox"/>	Where would this topic and this upcoming discussion be useful to me in the future?
<input type="checkbox"/>	What do I already know about this topic?
<input type="checkbox"/>	Who could I ask more about this topic as I prepare for this session?
<input type="checkbox"/>	Who should I consider sharing my notes with afterwards - because he/she has an interest in this area? (be mindful of confidentiality agreements if they are not employees or not usually privy to the material you would be exposed to)
<input type="checkbox"/>	
<input type="checkbox"/>	

### Reflection after a learning moment/event:

<input type="checkbox"/>	What were the most important learning points for me from that session/training/learning event?
<input type="checkbox"/>	How does this new information change what I do in my day-to-day activities?
<input type="checkbox"/>	What do I want to make sure incorporate in my habits starting today?
<input type="checkbox"/>	Who else can benefit from learning what I did? Should I recommend this training to him/her?
<input type="checkbox"/>	What additional questions do I have now that I have learned more about this?
<input type="checkbox"/>	Who can help me by answering my question?
<input type="checkbox"/>	If I want to know more about this, where can I found out more/learn more?
<input type="checkbox"/>	How does this new information change the way that I think about my work/my career/my life?
<input type="checkbox"/>	What do I commit (to myself) to do about the things I have learned about?
<input type="checkbox"/>	When will I commit to re-read my notes about this session to remind myself of my key thoughts about this?
<input type="checkbox"/>	Did I put a note in my calendar to check back on my notes? (if not, do it now)
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	