



THE LEARNING CONVERSATION

A Learning Conversation directly addresses a challenge we all face in our lives and careers; how do we become lifelong learners in order to stay competitive. This conversation shows us how. As leaders and coaches, we will help our people understand the learning process, the commitments we must make, and the tools we need to have along with us on this lifelong journey.

RULES OF ENGAGEMENT

Frequency	Frequency is up to the coachee, but should happen at least once per quarter
Duration	No more than 30 minutes
Preparation	<i>Coachee:</i> What they would like to learn <i>Coach:</i> Working knowledge of the Learn By Doing Journal™ Tool
Execution	<i>Knowledge:</i> Ensure all pieces are in place for a successful learning journey <i>Skill:</i> Ask questions that go deeper into the process for turning knowledge into action <i>Discipline:</i> Ensure coachee is focused on process...not wishful thinking
Outcome	Design a custom learning process

AVOID THESE TRAPS

1. **Missing the chance to have a learning conversation**
2. **Vagueness about when and how coachee will learn in a given week**
3. **Thinking that one round of notes is enough**
4. **Getting distracted by other things**
5. **Leaving everything that is learned at the level of knowledge, and not doing the hard, hard work of translating knowledge into skill and discipline**
6. **Not putting learning actions on the calendar**

