

Manager Learning Guide: Performance Phase Communication Template

What: Communication sent to the learners manager that increases awareness of the learning program, and understanding of what learners will be able to do with their new skills if they have the manager's support.

When to use: Performance phase (Post-training) (ILT/WBT)

Dear (Manager Name)

Your employee(s), NAME, has completed **The Future of Learning: Multipliers That Make Change Last**. They now have all the tools they need to maximise the success of the learning programs your team creates. However, they need **your support** to establish and maintain these new behaviors.

In your next interaction with your employee, use the following questions as a guide to define how you can best support your team member:

- What was the most exciting part of the training?
- How will what you learned benefit you and our team?
- In what situations/projects will you apply your new knowledge/skills?
- What do you require from me as your manager to help you achieve this?
- What is a good timeframe to discuss this again and check your progress?

If unsupported, only a small minority of people maintain new behaviour following a training event. [Studies show](#) that with a manager's support and guidance, new habits and behaviours are more likely to stick.

Regards,

Your Name

