

Manager Learning Guide: Priming Phase Communication Template

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

When to use: Priming phase (pre-training) (ILT/WBT)

Example:

Hello,

Your employee(s), INSERT NAME, is/are scheduled to attend **The Future of Learning: Multipliers that Make Change Last**. They are attending this session as they strive to increase the effectiveness of their training by enabling learners to turn what they learn into improved work performance. This session is packed with research-based approaches and tools that will increase the effectiveness of your team and maximize the success of the training your team creates.

But they need your help.

Research shows that as a manager, **you are the single most powerful influence** when determining if your employee applies what they learn from the training. A simple message of pre-training support can dramatically affect the motivation of the employee who is attending training, **and** their post-training performance.

Action Required: In order to help them get the most from this experience, please show your support by sending them this message in person or electronically:

"I am excited to hear you're learning about learning transfer and the multipliers that make change last, as I think that could benefit our team and make our training more impactful. I hope you take a lot from the session. When it's complete, let's meet and discuss what you learned."

Especially coming from you, a little encouragement and acknowledgement goes a long way. Thank you for fostering a culture of learning and performance.

Regards,

Your Name



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