

Cheat Sheet: Help Your Team Develop—and Apply—New Skills

Why Skill Development Matters

- Fuels **innovation** and adaptability
- Builds **employee confidence** and engagement
- Strengthens **team performance** and long-term success

Identify the Right Skills

- Analyze **future business needs**
- Ask employees about **growth goals**
- Align development with **organizational strategy**

Create Practice Opportunities



- Assign **stretch projects** ✨
- Encourage **job shadowing** 👤
- Provide **cross-functional tasks** 🔄
- Support **peer-to-peer learning** 💛

The 70/20/10 Learning Rule

- **70%** → Learning by **doing** (real projects, problem-solving)
- **20%** → Learning from **others** (mentorship, collaboration, feedback)
- **10%** → Learning from **formal education** (training, workshops, courses)

✅ *Balance development by focusing on real-world application, supported by coaching and structured learning.*

Measure & Celebrate Progress

- Track **skill application** in daily tasks 
- Use **check-ins** and coaching sessions 
- Celebrate **small wins** 🎉

✅ Quick Tips

- 🚀 **Pair learning with action** — knowledge sticks when applied
- 🚀 **Empower ownership** — let employees choose learning paths
- 🚀 **Create safe spaces** — encourage practice without fear of failure

💡 *Great leaders don't just help employees learn—they help them **apply, grow, and thrive**.*