# Job Savvy

# How to Be a Success at Work

Sixth Edition

# Chapter 6: Learning—What It’s All About

## Video Transcript

Slide 1

# Title Screen

The Job Savvy video series for the sixth edition is brought to you by JIST Career Solutions, a leading provider of materials and technology that help build essential skills for career, academic, and life success.

Slide 2

# Chapter 6 Learning—What It’s All About

The 12 to 16 years spent in high school and college give many people the impression that learning takes place only within the four walls of a classroom. However, this idea is far from realistic. Learning begins when we are born and continues until the time we die. This concept, called lifelong learning, plays a very important role in your success on the job.

This chapter will help you discover job education opportunities, evaluate the types of education and training needed in the workplace, and identify learning styles and skills that work for you.

Slide 3

# Learning Is the Key to Success

Lifelong learning is the key to success in the labor market. Management experts emphasize that a successful business is a **learning organization**. In this climate, employees learn from their experiences, both individually and collectively.

Planning your own learning is referred to as “self-directed learning.” At a new job you’ll learn many things, but learning doesn’t end once you’ve mastered the job. In time, your job will require new skills or knowledge. One day you might want a promotion that requires additional skills. It is also important to keep your skills up to date in case you decide to apply for a new job with another employer.

Slide 4

# Learning Is the Key to Success (continued)

There are many ways to learn. It might be through watching others do a task, asking questions, watching videos, or reading books. The process of learning is continuous. Much of our learning is incidental and occurs naturally. Other times, we are intentional about our learning, as demonstrated by signing up for a seminar on time management.

Employers often provide formal learning opportunities, but it’s important to know how to use the resources available to you and take charge of your own informal learning.

Slide 5

# Learning Is the Key to Success (continued)

Adults learn best when they participate in their own learning. Malcolm Knowles, a pioneer in adult education, cited some common learning characteristics that adults share.

Adults learn better when they assume responsibility and control over learning activities. You will learn more if you take charge of your own learning, called self-directed learning.

Adults learn more effectively by applying what they learn. You will learn most when you apply it.

Adults have a broader experience base to draw on. Your experience will aid your learning.

Adults learn better when it is clear to them why the knowledge is necessary. You will learn more if the learning has a purpose.

Slide 6

# Learning Is the Key to Success (continued)

Learners share some characteristics. Being aware of these characteristics should help you improve your learning.

The more time you spend on a learning task, the more learning takes place. Learning takes time and practice.

Learning patterns differ. Don’t compare yourself to someone else trying to learn the same job. Your learning style is the way your prefer to learn, it may be visual, sound-based, logical, physical, or verbal. Identifying your preferred learning communication will help you communicate your learning needs to others and ultimately reach your learning goals.

Learning may be organized using association. For example, people find that memorizing facts is easier when they associate the fact with a word and make the words rhyme.

When you have a more complex task to learn, use the “whole–part–whole” method. First, have your teacher go through the whole task while you watch, doing every part in one continuous sequence. Next, have your teacher break the task into small parts and concentrate on learning each part individually. Finally, have your teacher go through the entire task as a whole again.

Slide 7

# Learning to Do Your Job

To be successful in a job, you must know the job’s essentials. What tasks are assigned to the job you do?

How do you perform each task? How will each task be evaluated?

Managers should explain what they expect, but they might forget to tell you something. That’s why it’s important to ask for an explanation of your job if one is not given. Although a written **job description** describes the tasks you are to do, it doesn’t give you all the details. Supervisors will help employees understand exactly how each task should be done and, more importantly, how the tasks and the employees' performance are evaluated. Your supervisor will evaluate your work performance.

Slide 8

# Learning to Do Your Job (continued)

It’s a good idea to watch other workers who do the same job and note how they complete their tasks. They might have insight into how to do the job more easily or efficiently and how the supervisor expects the job to be done. If others were promoted from the job you have, they will have insight into your position as well.

If you have acquaintances with similar jobs, ask them how they do their jobs to get ideas. However, you should talk with your supervisor before trying out their suggestions.

Slide 9

# Learning to Do Your Job (continued)

Businesses spend billions of dollars each year on classroom training to educate employees. Most organizations provide three basic types of training.

**On-the-job training** is one-on-one instruction taking place as you do the job. Your supervisor or a coworker will explain what to do, show you how to do it, watch while you practice, and then tell you how well you did.

**Classroom instruction** involves training several employees at the same time. Classroom instruction uses lectures, digital media, discussion, role playing, case studies, games, and learning exercises.

**Multimedia training** uses computers to teach employees new job skills.

Slide 10

# Learning to Do Your Job (continued)

You might be able to take classes to learn more for your job. For example, if you work with computers, there are probably software classes and certifications offered locally. Such classes are often offered through adult-education or continuing-education programs at high schools or colleges. Some employers will help pay the cost of training because they know that they will benefit from your improved skills. The Lifetime Learning Credit allows you to deduct a percentage of the continuing-education cost as a federal tax credit. It’s important to realize, almost 60% of all adults participate in formal or informal adult-education programs.

Slide 11

# Learning to Do Your Job (continued)

Professional and trade associations often have conferences where you can learn from the experts. Conferences offer opportunities to meet and talk with other people who do work like yours. In addition, there are usually expositions, where vendors sell the latest equipment, programs, and services related to work. You can learn a lot from these vendors and their products.

Private training companies offer workshops you can attend to learn new skills. Workshops vary greatly in quality, so check with coworkers and friends to find out what they know about any workshop that you are thinking of attending.

Slide 12

# Learning to Do Your Job (continued)

The US Department of Labor has several resources that describe hundreds of occupations that can help you discover facts about your line of work. Two recommended resources include the Occupational Handbook on the Internet and O\*NET Online. These resources are good for workers just starting in a new occupation. You can also read trade and professional magazines about your work, which you can find at your local library.

Slide 13

# Learning to Do Your Job (continued)

**Online learning** will help you learn more about your work using the web. Many sites will help you find the type of online learning that meets your needs. Using a major search engine such as Google or Bing, and entering “online learning” will yield resources such as educational videos on YouTube and educational sites that offering GED and college instruction. One source to explore is the Goodwill Community Foundation Learn Free website. You will find computer-based training for computer software, such as Microsoft Word, internet basics, Google, email basics, reading, and math.

Slide 14

# Education for Life

Everyone has a learning style. Understanding the ways in which you learn best can help you become a better learner.

You might like reading, observing, and interacting, or you might prefer listening and talking. You might learn by doing, participating, and smelling or tasting. Or you might use all of your senses, but typically we have one to three learning styles that we can consistently find success with. Assessment instruments such as the Myers-Briggs Type Indicator or the Keirsey Temperament Sorter can help you determine more about your learning style.

Slide 15

# Steps to Improve the Way You Learn

Here are some steps to improve the way you learn.

1. Motivate yourself. Find something exciting or interesting about your learning project.

2. Set objectives. Ask “When I am done with this training, what must I be able to do?”

3. Identify resources that are available to help you reach your learning objectives and then

4. Choose the best resources.

5. Schedule the learning project.

6. Write down questions.

7. Implement the learning. Follow through with the plan you created.

8. Evaluate progress.

9. Practice.

Slide 16

# Conclusion

You are responsible for your lifelong learning. Observe what skills you want or need to learn and become an active lifelong learner. If your employer does not provide training to keep your skills current, consider getting training on your own. Explore ways or places to learn the skill. Ask questions and seek answers. Build on the experience and knowledge you already have. Continued learning will help you stay competitive in today’s job market.