

**Employee Learning Week  
December 5-9, 2011**



*- tokens for taking classes*

- Institute an employee development recognition event for individuals and departments in your organization
  - Give a *Champion of Learning* award at the Christmas Party
  - *poll participants for key takeaways - drawing for participation*
  - *recognize most training hours*
  - *give trained people opportunity to train*
  - *nominate coworkers for competency excellence*
  - *nomination for mgs to participate in training*
- Introduce new learning opportunities during the week
  - *Intranet post of every day of learning week*
  - *15 minute lunch + learns do in each part of faculty*
  - *short little webinars*
  - *zip file on how to do different things*
  - *awareness of professional organizations*
- Communicate learning and development tips to your workforce each day of the week
  - *use memory reading comprehension or content specific*
  - *tip jars on each part of the website (eg Microsoft word, etc)*
  - *tweet, text message*
  - *✓ out things on the internet (youtube)*
  - *use the website*
- Host a program with a local university or community college
  - *Howey's ASTD do an event w/ college*
  - *speaking to a university class or student organization*
- Help employees create individual development plans to increase and enhance their skills
  - *ask employees/mgs to update review during the week*
- Submit an article about your company's learning efforts to a local newspaper.
  - *Tying learning into business objectives + results*