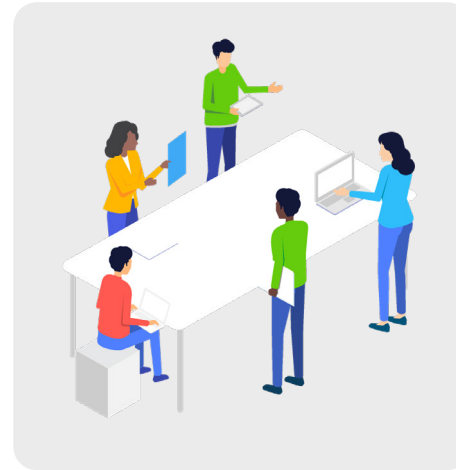
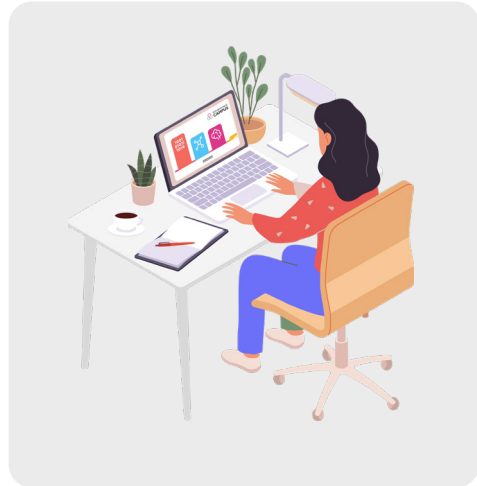
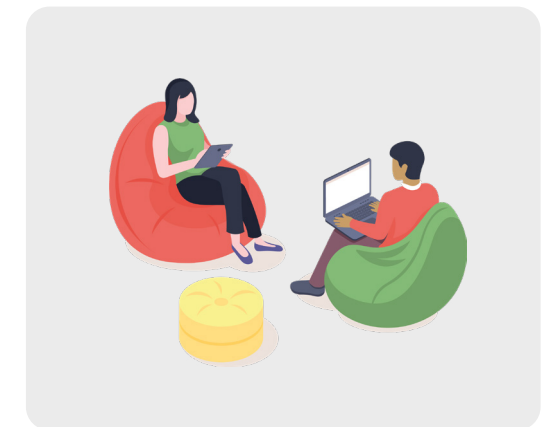
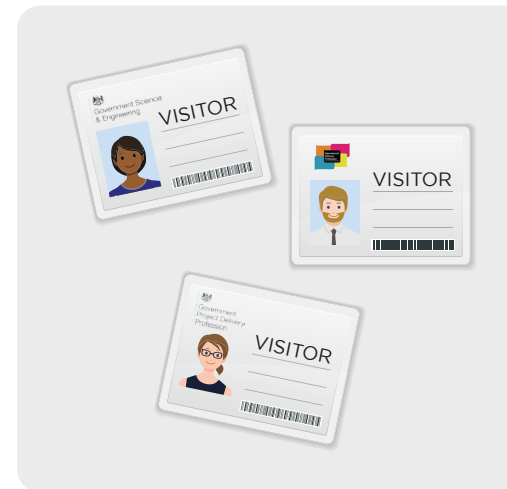
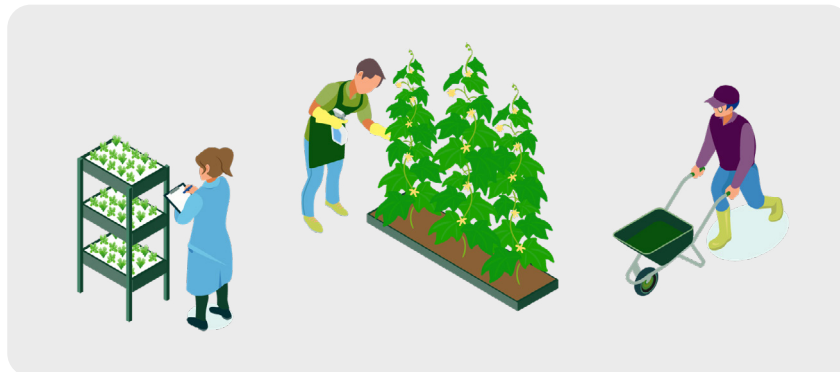




Government
CAMPUS



The 39 steps



The 39 Steps

Most of people's learning is done at work, through doing a job or task. Why not try some of these 39 examples of workplace learning:

1

Explore the new
Government Campus
curriculum



2

Use this guide to see
what professional
training looks like from
entry to experienced
practitioner

3

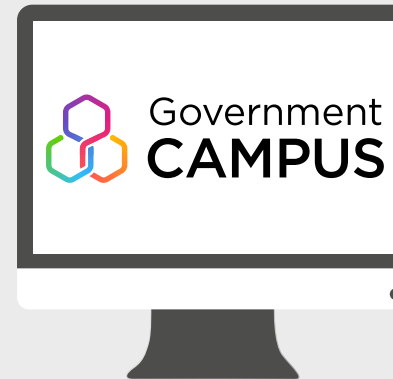
Read about a new
subject to increase
knowledge

4

Watch a video of an
inspiring speaker to
give life to the subject,
e.g. **TED Talks**

5

Browse the internet to
update yourself on current
research on learning



6

Share ideas
on working
practices with a
colleague & ask
their opinion

7

Let a colleague bounce ideas off you and provide your input



8

Become a coach/mentor or be coached/mentored

10

Take a short term secondment to stretch yourself or embed new learning

11

Have regular "stand up" meetings with your team, to share new information or to identify issues for the day

12

Volunteer or do community work and reflect on how it is different/similar to your job

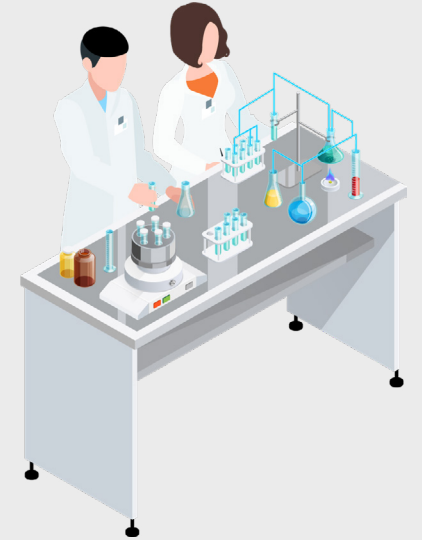


13

Work on a project with colleagues from other disciplines/departments

9

Shadow someone whose role interests you



14

Learn from each others' experiences and mistakes

15

Buddy a new team member



16

Rotate jobs within your team

17

Organise a business team event to encourage team working

18

Be proactive in your networking



19

Give and receive feedback effectively

20

Lead or become part of a focus group

21

Observe meetings: those who look & listen well, learn well



22

Volunteer to chair a meeting

23

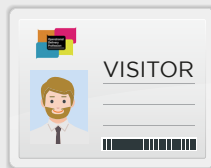
Make use of quizzes to refresh people's knowledge or to impart new knowledge

24

Reflect on a working experience – what worked well, even better if...

25

Visit other organisations in the public and private sector



26

Hold a team meeting to discuss learning in the workplace

27

Problem solve with your team to reach a collective solution



28

Write an article for your staff newsletter, intranet or internal blog



29

Refresh your Civil Service knowledge by joining the **Induction to the Civil Service online course**

32

Invite guest speakers to talk about a topic



30

Subscribe to Civil Service newsletters to help you to see the big picture: **Civil Service Weekly News, Inclusion Collective Newsletter, Inside Leadership, Parliamentary Despatch, Campus News**



33

Join/set up an Action Learning Set

31

Keep a learning journal – “What did I learn? What was my experience? What has been learned? What is the impact of the learning? What will I do differently as a result of my learning?”

34

Follow educational Twitter accounts for the ultimate microlearning tool, when used right!



35 Take opportunities to deputise

38 Have "lunch and learn" sessions for colleagues to share knowledge or provide updates



36 Ask colleagues to share a skill or tip



37 Take the minutes at a meeting

39 Scroll through blogs from fellow civil servants on **Civil Service blogs**

Check out the full range of training and services available through the **Government Campus curriculum**, you can also view the Government Campus offer from the Learning Frameworks in **Prospectus Online**.