

Learning and Development

Learning is the process by which a person gets new knowledge, skills and capabilities, whereas training is one of several opportunities. See list below, training excluded.

Job rotation

This is the movement of employees from one task to another to reduce monotony by increasing variety

Job enlarging

This means combining previously fragmented tasks into one job, again to increase the variety and meaning of repetitive work

Job enrichment

This means to add greater autonomy and responsibility to a job and it aims to maximize the interest and challenge of work. It gives the employee as much variety, decision-making responsibility and control as possible in carrying out the work

Team- /Project work

To be part of a team or project group is developing in many ways. It demands capability to cooperate in order to reach goals, capability to listen to others but also argue for your ideas. Every member has both a given function. Each member plays also a role, could be the critical, the pragmatist, the reflective, etc.

To be appointed to a project group is in itself a kind of recognition that can be very motivating for the individual and his/her attitude to work.

Developmental talks

It is one of the few chances to get feedback on one's performance, to get to know yourself more and deeper, and to understand how others perceive you.

Networking

Should be encouraged. It gives people opportunity to communicate openly and share information/experience and learn from a wider group of people and a wider range of organizations.

Project leader

A perfect training for a future supervisor or a manager. It demands many of the competencies required for a manager; to set goals, make plans and time tables, involve project members and encourage them to be active and open, create an open atmosphere, solve conflicts between members of the project, check project progress, etc.

Trainer/ Facilitator

A good trainer must not only be expert within a certain topic but must also enjoy the process of learning others. To train others can give new energy to someone who has performed a certain task for a long time.

Internal consult

A coaching attitude to support a group or an individual to reach a certain target or to find the proper solution to a problem. It means to change perspective.

Mentor

A mentor is often a senior person, with the task to provide guidance, pragmatic advice and continuing support, to a younger, less experienced person, to improve his/her professional and personal performance.

Coach

It is a personal on the job approach to help people develop their skills and levels of competences to reach a certain target.

Practice elsewhere

To get new inputs, new perspectives and new knowledge and share those with superior and colleagues for improved individual or organizational performance.

Take part in a study visit / study tour

Should be well prepared to get the best out of it; formulated expectations and needs. Plans for documentation and feed back of experience to work place.