

Making Time for Training

Making time for training can often be one of the biggest challenges in transitioning from learning via face-to-face training courses to learning online. The following tips should help you make the time to develop your most important asset – you!

Learning Path

Prepare a Learning Path that has clear training goals within one certification track to begin with. These training goals should be developed in conjunction with your Chief Steward or manager and should include several course opportunities.

Once this learning path is developed, you make a personal commitment to achieve the defined goals. Remember that you, and only you, own your professional development. It should be a priority every day.

Schedule

Schedule time for online learning on your calendar, just as you would any classroom course. The benefit of online learning is that you get to work through the course at your own pace, not at the pace of an instructor. You can schedule your training time in a variety of increments. The Leadership Academy courses generally take around 2 hours to complete, but you could schedule your training time down to the topic level, which could amount to as short as ten-minute training sessions.

Make sure you don't mistake the 'available time' benefit of online learning for 'when I have time.' To get the full benefit of your online learning experience, you need to make the time.