

Learn @ Work Week September 18-22, 2017

Celebration Ideas



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LEARN @ WORK WEEK

SEPTEMBER 18-22, 2017
www.performanceandlearning.ca



Learn @ Work Week



What is
Learn @ Work Week?

Why is it important?

WHAT IS LEARN @ WORK WEEK?

Learn @ Work Week celebrates and promotes the importance of workplace performance and learning to key stakeholders and the public-at-large.



WHY IS IT IMPORTANT?

EFFECTIVE WORKPLACE LEARNING:

- Creates opportunities for individuals/organizations to improve, grow;
- Has positive results on performance, productivity;
- Is critical to a healthy Canadian economy



HOW CAN YOU PARTICIPATE?

EASY EVENT IDEAS

- **Reception for employees who have completed a learning program**
 - Invite senior leaders to congratulate graduates and present certificates
- **L&D department open house**
 - Meet the learning team and better understand how important the learning role is to the organization and its people
- **Launch party**
 - Celebrate the launch of a new employee resource centre, professional development activity or training program
- **Create promo tools**
 - Videos, eblasts, projects, and contest to kick-off Learn @ Work Week
- **Hold an educational fair**
 - Showcase professional development opportunities within your organization
- **Speaking engagement**
 - Invite senior-level support and increase awareness of workplace learning excellence

10 WAYS TO PARTICIPATE IN LEARN @ WORK WEEK

1. Display posters in high-traffic areas to showcase learning program results
2. Present to sr. management about the positive impact learning has on performance
3. Write articles for your newsletter on job mentoring/cross-training opportunities
4. Profile employees who earn a designation, degree/diploma
5. Share a department's success on piloting new learning programs
6. Organize your own event
7. Distribute custom toolkits to company departments – including info on internal learning opportunities, posters and more!
8. Publicize awards for workplace learning programs & encourage submissions
9. Promote the value of learning for both professional and personal development
10. Attend an Institute for Performance and Learning event and share what you learn with your colleagues



GETTING STARTED

- Draw on the expertise of various business units in the workplace to recruit a L@WW committee for organizing and promoting events.
- Develop a list of events/activities that support learning in the workplace.
- Encourage senior-level involvement and participation in the planning process.
- Create a plan to implement the events and activities determined by the committee.
- Use the planning checklist in this toolkit to ensure everything is covered for a successful event!



IDENTIFY LEARNING CHAMPIONS IN YOUR WORKPLACE

Recognize colleagues as learning champions who have:

- stepped up to learning opportunities
- benefited the workplace

Call them learning champions!



COMMUNICATE YOUR CELEBRATION INSPIRE OTHERS

- Share your event ideas and photos with us!
- We'll feature you and your organization on our website
- Access our online resources:
 - Poster
 - Press release template
 - Email signature badge
 - Current events calendar
 - Event checklist
- Send us your press releases and we will post them to our website



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Cost: \$400 + HST [Register](#)

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