

Manager Learning Guide - Pre-Training Template:

What: Communication sent to the learner's manager that generates awareness of the training and understanding of what learners will be able to do with their new skills if they have the manager's support.

When to use: pre-training (ILT/WBT)

Example:

Your employee(s), INSERT NAME, is/are due to attend *Influencing Learner Behavior Using Research-proven Design Methods*. They are attending this session as they strive to increase the effectiveness of their training by enabling learners to turn what they learn into increased performance. This session is packed with research-based approaches and tools that will increase the effectiveness of your team and maximize the success of the training your team creates.

But *they need your help*.

[Research shows](#) that the manager is the single most powerful influence when determining if people use what they learn in training. A simple message of pre-training support can dramatically affect the motivation of the person attending training, and their post-training performance.

In order to help them get the most from this experience, please show your support by sending them this message in person or electronically:

"I am excited to hear you are learning about turning learning into performance, as I think that could be advantageous for our team and make our training more impactful. I hope you take a lot from the session. When it's complete, let's meet and discuss what you learned."

Especially coming from you, a little encouragement and acknowledgement goes a long way.

Thanks and have a great day.

Regards,
Your Name

P.s, you can learn more about the session below if needed: INSERT priming email sent to learners

Template:

Notes for use: remove the green highlighted text and edit the yellow highlighted text to suit your needs. Try to use priming words (orange highlighted text) when possible.

Learner and learning details: Your employee(s), NAME, is/are due to attend *Influencing Learner Behavior Using Research-proven Design Methods*. **Explain the learners motivations:** They are attending this session as they **strive** to increase the effectiveness of their training, and enable their learners to **accomplish** their goals by turning their learning into action. **Increase awareness of training objectives:** This session is packed with research-based approaches and tools that will **(how the manager will benefit)** increase the learning design skills in your team and maximise the **success** of the training your team creates.

Signal that action is required: *But, they need your help / This is only possible with your support*

Show how important they are: *Research shows* that the manager is the single most powerful influence on determining if people use what they learn in training. **Demonstrate that helping is easy:** A simple message of pre-training support can dramatically affect the motivation of the person attending training, and, what they do after training.

Call to action: In order to help them to **achieve** their goals, please show your support by sending them this message in person or electronically:

"I am excited to hear you are learning about turning learning into performance, as I think that could be advantageous for our team and make our training more impactful. I hope you take a lot from the session. When it's complete, let's meet and discuss what you learned."

Show how important they are: Especially coming from you, a little encouragement and acknowledgement goes a long way.

Sign-off: Thanks and have a great day.

Regards,

Priming words:

1. Prevail
2. Accomplish
3. Compete
4. Strive
5. Thrive
6. Triumphed
7. Achieve
8. Mastered
9. Win
10. Success
11. Gain
12. Attain

References:

Stajkovic, A. D., Stajkovic, A. D., Latham, G. P., Latham, G. P., Sergent, K., Sergent, K., Peterson, S. J., & Peterson, S. J. (2019;2018;). Prime and performance: Can a CEO motivate employees without their awareness? *Journal of Business and Psychology*, 34(6), 791-802. <https://doi.org/10.1007/s10869-018-9598>