

# The vision on adult learning in the workplace

**BB1:** Encourage employers to adopt a learning culture that supports career-long learning.

- ❑ Set up a learning culture.
- ❑ Develop and run a learning system.
- ❑ Set up an incentive system.
- ❑ Involve employees in different tasks.
- ❑ Apply formal, non-formal, and informal learning.
- ❑ Connect different types of learning with career development.

# The vision on adult learning in the workplace

**BB2:** Ensure that adult learning in the workplace puts learners on a lifelong learning pathway (and is supported by guidance systems and validation of prior learning).

- Keep employees informed about changes in labour market and new required skills.
- Set up a system for monitoring and evaluating the learning pathway of employees.
- Develop and adopt a coaching culture.
- Employees-Coaches.
- Validate the prior learning of employees.
- Validate the learning in the workplace.

# Commitment, governance and coordination

**BB3:** Secure the long-term commitment of all stakeholders.

- ❑ Cooperate with government, policy makers, social partners and employees.
- ❑ Involve stakeholders in the design, development and implementation of workplace learning.

# Commitment, governance and coordination

## **BB5:**

Communicate about adult learning in the workplace using the language of those who need to be encouraged.

- ❑ Develop an internal marketing strategy to promote the learning system.
- ❑ Adopt a positive approach using different phrases and key words (e.g. lack of skills vs skills to solve immediate work and life-related challenges).

# Commitment, governance and coordination

**BB6:** Ensure sustainable co-funding systems in which all see the benefit of investing in adult learning in the workplace.

- ❑ Search and identify co-funding systems to support the learning system.

# Planning and ensuring relevance of adult learning in the workplace

**BB7:** Ensure that workplace learning is tailored to adult learners' needs.

- ❑ Identify the type of learner each employee is.
- ❑ Apply learning analysis to each employee promoting customised learning.
- ❑ Apply different learning formats (face-to-face, online, blended).

# Planning and ensuring relevance of adult learning in the workplace

**BB8:** Ensure that adult learning in the workplace responds to employers' needs.

- Use training needs analysis to meet strategic goals of the organisation.

# Planning and ensuring relevance of adult learning in the workplace

**BB9:** Assure the quality of adult learning in the workplace.

- ❑ Invest on a quality assurance system in order to evaluate the different dimensions of the learning practices.



# Monitoring and evaluation

**BB10:** Set up effective monitoring and evaluation systems to ensure that adult learning in the workplace remains relevant and effective.

- ❑ Monitor the relevance and effectiveness of the learning system in order to identify opportunities for changes and improvements.