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## Day 1

You would like to learn how to make flower arrangements. By knowing what you want to learn at work, you have identified a work-related learning goal. A goal is something you work towards to achieve.

At Millie's Flower Shop, a goal may be to learn how to make bunches of flowers for customers to buy. When you have learned how to make bunches of flowers, you have achieved your goal. Depending on where you work, your work-related learning goals may be easy to reach. The goals may be simple, such as learning how to write simple emails and letters. Other learning goals, such as using a new computer program, or doing tasks with more responsibility, may require training or help from someone you work with.

## Lack of confidence

When you are confident about learning, it means that you believe in yourself. If you are not confident about learning, it means you are unsure about being able to learn.

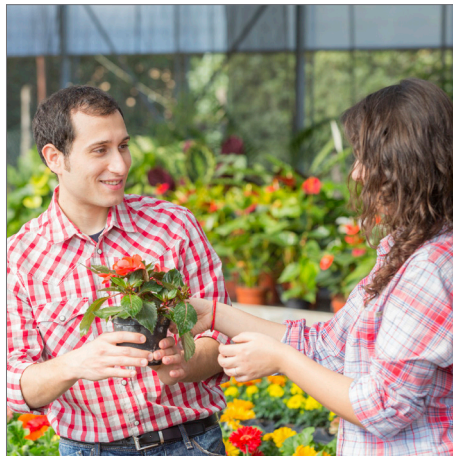
When you lack confidence, it may make you worried about learning or afraid to try.

For example, you have just been to training to learn how to use a new touch-screen cash register.

The person teaching you used words that you did not understand. They also did not take time to explain things to you. This made you feel like you could not learn.

Now you are unsure about whether you can learn about the computer program or not.

This means you lack confidence in learning.



## Solutions to barriers

When you have identified a barrier to your learning, you need to find a solution to the barrier. A solution is a way to make the barrier smaller or remove it altogether.

Here are some solutions to different learning barriers.

Barrier	What it means	Solution
<b>Lack of confidence</b>	<ul style="list-style-type: none"><li>• You do not have confidence to learn</li><li>• You are unsure whether you can learn something</li><li>• You have had a bad experience with learning in the past</li></ul>	<ul style="list-style-type: none"><li>• Ask your supervisor to help you with learning, to check on how you are doing and to give you encouragement</li><li>• Ask your supervisor to break down learning into smaller steps</li></ul>
<b>Difficulty reading or writing</b>	<ul style="list-style-type: none"><li>• You have trouble reading words you do not know</li><li>• You have trouble understanding what sentences mean</li><li>• You have trouble writing things down</li></ul>	<ul style="list-style-type: none"><li>• Ask your supervisor where you can get help with reading and writing</li><li>• Find a place where you can go to help you with reading and writing, such as a community centre or training organisation</li></ul>



## Using a checklist

A learning checklist is another strategy to help you learn.  
Checklists can be used to help you plan what you need to learn.

Here is an example of a learning checklist.

Design floristry products				
Element	Topic	Notes		
1	Design ideas	Read information		
		Anything I don't understand	Need to ask trainer about: Function of the design	✓
		Assessment started	Need to check with trainer that I understand the assessment Assessment due: 17 April	✓
		Assessment finished	Finished! 15 April	✓

## Checking your progress against the learning plan

It is important to keep track of your learning. To keep track of your learning progress, you need to check your learning against the learning plan.

Are you completing your learning in the time you expected?  
Is there a barrier to your learning that you did not expect? Do you need other learning resources to help you achieve your learning goal?

Here is an example of checking your progress against your learning plan.

Learning needs & goals	How I can learn what I need to	Time frame	Progress towards achieving the goal	Have I achieved the goal?
To make basic flower arrangements	<ul style="list-style-type: none"> <li>Ask my supervisor</li> <li>Training – do a short course in basic flower arranging</li> </ul>	<ul style="list-style-type: none"> <li>In the next three months</li> </ul>	<ul style="list-style-type: none"> <li>I have talked to my supervisor</li> <li>I have enrolled in a short course</li> </ul>	<input checked="" type="checkbox"/>
To make advanced flower arrangements	<ul style="list-style-type: none"> <li>Training – do a course in floristry, such as Certificate III in Floristry</li> </ul>	<ul style="list-style-type: none"> <li>Next year</li> </ul>	<ul style="list-style-type: none"> <li>I have found out where I can study Certificate III in Floristry</li> </ul>	<input type="checkbox"/>



## What you have learned

Well done. While working at Millie's Flower Shop, you have learned about:

- Work-related learning needs and goals
- Strengths and weaknesses as a learner
- Ways to learn
- Different learning styles
- Barriers to learning
- Ways to overcome learning barriers
- Learning goals and needs
- Strategies to achieve a learning goal
- Support resources for learning
- Learning plans
- Checking your progress against the learning plan
- Feedback
- What you still need to learn

You are now ready for the final assessment.