

Leaders Checklist

How to Use Certificate Learning Paths



To help leaders communicate this learning path to their team, listed below are some simple steps to help you encourage your associates, as well as motivate and engage them in group interactions.

1

Send an email to your team – to communicate the Learning Path. (Double click paperclip to see sample email attached). 



2

Discuss the learning path during team meetings as follows:

- Review the learning path using the points in the email you previously sent.
- Explain your company policy on any financial and non-financial rewards for achievements in professional development.
- Suggest some “team engagement” ideas as listed below and ask the team for their input on which ones they would like to try.



3

Team Engagement Ideas:

1. Run a contest – first to complete a module/course (use giveaways/ prizes).
2. Social media challenge – post one key takeaway each week (using internal social media app or LinkedIn).
3. A Cure for Social Isolation – weekly virtual lunch & learn (rotate team leaders to lead discussion on topics, challenges, takeaways).

