

# Worksheet: Review our Learning & Development practices

## How to use this worksheet:

In the context of Learning and Development, age inclusion is both a content topic that needs to be covered in training AND a set of best practices for age-inclusive design and delivery of learning experiences.

Use this worksheet to map opportunities to add age inclusion as a topic in your programs and content.

## Who to include in the conversations:

Learning and Development leaders and practitioners. Be sure to include L&D team members who deliver programs and resources directly to employees, as they will have unique insights into where organizational aspirations and realities may not yet align.

**Take a few minutes to talk with your team about the current state of your Learning and Development content and your practices for design and delivery of learning experiences. This will provide insight you can use to create your action plan to further embed age inclusion into your Learning and Development efforts.**

### Step 1: List all of your L&D offerings\*

- If you have an extensive catalog, you can print out a list from your own system.
- Alternatively, you can list key trainings and resources on the template included here.

### Step 2: Identify where age inclusion and multigenerational workforce issues are included in the content of the training module or resource.

- Put a ✓ next to each one that already addresses age-inclusion as a topic in the content. For example,
  - o When L&D resources and programs address the topic of inclusion, does age inclusion also feature alongside gender, race, ethnicity, sexual orientation, and other aspects of diversity?
  - o When L&D training for managers addresses skills on group dynamics, does it address how to lead a mixed-age team?
  - o When L&D training addresses HR legal compliance, does it address the protections for employees age 40+ as a federally protected class?
- For those that are unchecked, put a ○ instead.

### Step 3: Identify where age inclusive best practices are used in the design and delivery of the learning experience.

1. Read [this article](#) that identifies 6 key best practices to design L&D offerings that meet the needs of a multi-generational workforce. These are:
  - a. Adopt a Growth Mindset
  - b. Promote Online Courses Across All Age Groups

- c. Provide Training in a Variety of Formats
- d. Accept Different Learning Styles
- e. Leverage Age Diversity for Informal and Soft Skills Training
- f. Partner with External Organizations

2. On your list of L&D offerings, for each one put a ✓ next to each best practice that it uses. Put a ○ next to each best practice that the offering does not yet use.

**Step 4: Consider all trainings that have circles/ zeros. These are areas of opportunity for your team to make your content, design and delivery more valuable to a multigenerational workforce. Discuss and decide which areas your team wants to address this year, considering:**

1. Where could improvements reach the highest number of employees?
2. Where could improvements address the experience of employees in their core daily work teams?
3. Which areas could reduce legal risk for the organization in ways that are valued by the organization?
4. Where could improvements impact the most pressing challenges facing the organization?

Step 1: List trainings and L&D resources that are for...	Step 2: <input checked="" type="checkbox"/> or <input type="checkbox"/>	Step 3: or 1. Adopt a Growth Mindset 2. Promote Online Courses Across All Age Groups 3. Provide Training in a Variety of Formats 4. Accept Different Learning Styles 5. Leverage Age Diversity for Informal and Soft Skills Training 6. Partner with External Organizations					
<b>Onboarding new employees</b>							
		1	2	3	4	5	6
		1	2	3	4	5	6
		1	2	3	4	5	6
		1	2	3	4	5	6
<b>Inclusion topics</b>							
		1	2	3	4	5	6
		1	2	3	4	5	6
		1	2	3	4	5	6
		1	2	3	4	5	6
<b>Legal HR compliance topics</b>							
		1	2	3	4	5	6
		1	2	3	4	5	6
		1	2	3	4	5	6
		1	2	3	4	5	6
<b>Training managers</b>							
		1	2	3	4	5	6
		1	2	3	4	5	6
		1	2	3	4	5	6
		1	2	3	4	5	6
<b>Other topics</b>							
		1	2	3	4	5	6
		1	2	3	4	5	6
		1	2	3	4	5	6
		1	2	3	4	5	6
		1	2	3	4	5	6