Continuous learning occurs at three different levels: individual, group, and organization. At the individual level, continuous learning is about expanding your ability to learn by regularly upgrading your skills and increasing your knowledge. Strong continuous learning skills are required to successfully adapt to changing work and life demands. Continuous learning in the workplace involves viewing your experiences as potential learning and reexamining assumptions, values, methods, policies, and practices.

U of G Supports Continuous Learning for Individuals

Continuous learning is a core value at U of G and is facilitated for our employees in various ways, including:

- A Learning & Development unit in Human Resources dedicated to offering relevant, experiential and leading edge programs throughout the year that respond to the needs of our working community
- Tuition is waived for Continuing Education Courses and Open Learning Program Courses at the U of G for all full-time employees who have completed one year of service with the University
- Provision of a Professional Staff Development Reimbursement to all regular full-time professional staff and temporary full-time professional staff (hired for greater than 12 months) who are actively employed on September 15 each year
- Financial reimbursement from the University Department for seminars, conferences, and courses taken at the direction of the University
- Tuition waivers for eligible employees taking part-time courses
- 100% cost reimbursement to eligible employees up to $800 (dependent on resource availability) in any one calendar year for eligible courses taken off-campus.

Continuous learning practices encouraged for employees at the U of G include:

- Asking questions when you do not understand something
- Asking for feedback and/or advice from more experienced co-workers
- Identifying learning or training programs that are available to you at work and in your community
- Learning by observing more experienced colleagues or practitioners
- Finding and using learning materials and/or resources (available online through the U of G Library [1])
- Seeking out and participating in training courses
- Identifying and understanding your skill strengths and the areas where you need improvement
- Developing your own learning goals at work and in your personal life
- Applying the lessons you have learned from past experiences to new situations
- Trying new ways of doing things
- Recognizing your preferred learning style (e.g. learning by seeing, hearing or doing)
- Being responsible for your own learning
- Maintaining your skill levels by practicing what you have learned.

© 2016 University of Guelph