

AFTER the Workshop: 5 Ways to Maximize ROI

Information • Motivation • Inspiration



Create and share action plans.

- ☐ Participants write down at least 3 action items from the workshop.
- ☐ Review action items with team, department, and/or manager.
- ☐ Address steps in the process and time frame for completing action items.
- ☐ Confirm additional support, if needed.

Provide follow-up resources.

- ☐ Provide a summary of takeaways and distribute small pieces of info in the days/weeks following the workshop to keep new skills top of mind.



Support peer-to-peer learning.

- ☐ Ask participants to share, collaborate, and provide feedback about the workshop.
- ☐ Have participants work together on projects to apply new skills.
- ☐ Present key learnings to those not at the workshop.

Encourage leadership involvement.

- ☐ Role model and coach participants on newly learned skills.
- ☐ Follow up on progress and address application challenges as they arise.



Play like you practice.

- ☐ Encourage participants to share how they are applying new information.
- ☐ Discuss what skills are working and which ones are more challenging.
- ☐ Continue the conversation by requesting feedback, highlighting application, and incentivizing skill use.

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