



# Career Elevator

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## Employee Learning and Training Methods

Learning and development (L&D) has become the cornerstone of personal and organizational growth in today's ever-evolving workplaces. As employees, adapting, upskilling and innovating are crucial for staying relevant and competitive in the job market.

L&D efforts can be offered formally or informally. Formal learning is structured with a set curriculum, while informal learning can occur unplanned and organically in the workplace.

L&D methods and their ideal applications or environments may vary. Some may make more sense in a formal, structured setting, while others may need to be more informal or flexible. Here are some common learning and training methods:

- **Instructor-led training** is held on-site and often involves an instructor(s) presenting through lectures and demonstrations.
- **E-learning**—or electronic learning—refers to structured courses or learning experiences delivered electronically. M-learning, or mobile learning, refers to employees using personal mobile devices to access education and training.
- **Blended learning**, or hybrid learning, integrates online or digital components with face-to-face instruction.

- **Simulated learning** mimics work-related situations and conveys information and skills as you progress. This method is typically best suited for industries requiring hands-on skills mastery training.
- **Self-directed learning**, such as career pathing, empowers you to take the initiative with your own learning by selecting tasks to fit your learning needs and goals.
- **Outside learning** refers to opportunities beyond the workplace. For example, you may pursue higher education, trade school, advanced industry training and certification to develop new skills or enrich ones you possess.
- **Mentoring** typically involves a senior employee (mentor) sharing their expertise, insights and experiences with a junior employee (mentee) to train on soft and hard skills, provide guidance and influence the mentee's growth.
- **Upskilling** is when you have the opportunity to learn new skills to better your current work performance while also prepping for the company's projected needs.

### Takeaway

Embracing a lifelong learning mindset is essential for personal and professional growth. By exploring the diverse L&D approaches, you can identify the strategies that resonate most with your preferences and learning objectives. Review your available resources or consider asking your manager for alternative L&D opportunities.



## 2024's Most In-demand Skill: Communication

LinkedIn's Most In-Demand Skills 2024 [report](#) found that effective communication is the most indispensable skill employers seek worldwide. While technical expertise remains crucial, the ability to communicate effectively can drive professional advancement and organizational excellence.

In today's interconnected world, where remote and hybrid work models have become the norm, mastering communication has never been more critical. After all, employees increasingly communicate and collaborate across an ever-expanding range of channels and platforms. To assist with this, artificial intelligence (AI), which is trending across industries, can help people effectively articulate what they're trying to say or even help take notes and create meeting transcripts and actions. Many of today's workers are leveraging AI to help them communicate more effectively with their teams. When employees can communicate openly and authentically with their colleagues and leaders, they develop a sense of connection and belonging. Communication skills aren't just nice to have; they are essential for success in today's interconnected world.

### Honing Your Communication Skills

Soft skills, including communication, are essential to improving your ability to work with others and can help further your career. The following are key aspects of effective communication:

- **Active listening**—Truly listen to others to understand, not just to respond. It comes down to paying attention to both verbal and

nonverbal cues (e.g., body language) and seeking clarification when necessary.

- **Clarity, conciseness and consistency**—Communicate your ideas with the three Cs of communication: clarity, conciseness and consistency. That means you should avoid jargon and tailor your message to your audience's level of understanding. Consistent communication establishes a reliable source of information, ensuring smooth interactions.
- **Empathy and emotional intelligence**—Cultivate empathy and emotional intelligence in your communication. Try considering the feelings and perspectives of others, and communicate with compassion and sensitivity.
- **Adaptability**—It's crucial to be adaptable in your communication style, adjusting your approach based on the preferences and needs of your audience. Flexibility is key, especially in diverse and dynamic work environments.
- **Feedback and reflection**—Solicit feedback on your communication skills and reflect on areas for improvement. Actively seek opportunities to refine your communication abilities through practice and continuous learning.

While technical skills are undoubtedly important, mastery of communication sets individuals apart in today's competitive workforce. Effective communication can be a catalyst for personal growth and professional advancement. By honing your communication skills and embracing AI tools accordingly, you can position yourself for success in 2024 and beyond.