LEARNING INTO PRACTICE

Choose one skill to develop

Build a focused development priority in 15 minutes.

STEPS + EXAMPLE + WORKSHEET

When to use this tool

- **For learners**

  Use it before choosing another course.

- **For managers**

  Use it in a development conversation.

- **For trainers**

  Invite participants to connect learning to a real task.

The practical framework

- **Relevance**
  Which skill supports a task that matters now?

- **Evidence**
  What sample shows your current starting point?

- **Opportunity**
  Where can you practise this week?

Start with these steps

- **List three candidates**

  Write skills connected to current work or study.

- **Rate each one**

  Score relevance, observed need and practice access from 1 to 3.

- **Discuss the result**

  Use the total as a prompt, not a verdict. Break ties by the next real task.

Put it into practice

- **Make it observable**

  Replace "communication" with "summarise a customer request".

- **Choose one attempt**

  Name a real task and a date.

- **Choose a reviewer**

  Ask someone to check the same criteria before and after practice.

A worked example

- **Illustrative example**

  A student preparing for an internship considers three skills.

- **Priority selected**

  Customer-request summaries: relevant now, visible gap, access to role-play.

- **First attempt**

  Write a three-line summary after a practice call; ask a peer to check it.

Your reusable worksheet

Skill linked to a real task

Relevance / need / access: 1-3

Starting sample

Practice task + date

Reviewer + success criteria

Your next step

Choose one task.

Use the tool.

Review what happened.

Follow Tibyan for three practical development tools each week.

Original educational worksheet by Tibyan. Examples are illustrative.