

Self-Directed Learning

A Guide to Getting Ahead in the Workplace by Kicksite, the 5-Star Rated Gym Management Software

Would you like to take on a more important role in a business? Have more autonomy? Gain confidence? If you were handed this sheet, you have been identified as someone with the drive and ability to get ahead in the workplace. But as you likely have seen, the life of a small business owner is often hectic - their days filled with more work (and problems!) than time to get things done. In addition to the time challenge, many small businesses simply don't have the funds to invest in a formal training program.

So, as an employee (or future employee) how do you learn the skills to get ahead when the owner lacks adequate time to train and teach you? By applying your drive and desire to get ahead to what is known as "Self-Directed Learning". Self-directed learning will allow you to become more valuable and "upwardly mobile" when the opportunity presents itself.

Small businesses employ over 50% of the entire US workforce and present many career opportunities for those willing to apply themselves and assist the owner with his or her busy day!

- Work with the business owner to set "**SMART**" goals for you to obtain. Goals should be **S**pecific, **M**easurable, **A**ttainable, **R**elevant to the success of the business, and **T**ime bound.
- Read a book. Did you know most successful people have one thing in common? They read lots of books!
- Google! We all spend time "Googling" various topics for fun and curiosity, so use that time instead to enhance your value to your business. The internet is a great resource for research and self-learning. (Be sure you are using current and reliable sources.)
- Find a mentor – this can be inside the business or someone you know outside the business.
- Make yourself visible. If your business holds team meetings this is a great opportunity to show your willingness and desire to become more involved in the business. Don't just sit and listen, ask questions... because you actually care about the answer.
- Is the business facing a challenge? Offer up possible solutions. Solve problems for the owner. Heaven knows he/she has enough people identifying them!
- Ask to assist with or take on special projects. Is your business hosting guests? Volunteer to stay late and tidy the building
- Earn trust by keeping confidential information to yourself. Avoid gossip and rumor mongering.