

## **2. Set Expectations for Transfer**

One of the most important elements for fostering the transfer of learning is in the early stages of the training when the trainer sets the expectation for transfer. While transfer is expected as a natural outcome of computer software training, for example, it is not always an expected outcome of educational professional development experiences. Many times teachers attend conferences, seminars, or workshops with no mandate to bring anything away. There is often no explicit expectation for immediate and practical transfer to their work setting.

To set expectations for transfer and application, trainers often use specific tools and techniques. Two that immediately come to mind are the Take Away Window and the Tiny Transfer Book. Of course, there are many other ideas for promoting transfer and application back in the classroom, but these are two that seem to work best.

*Take Away Window:* The trainer tells participants right up front that they are going to acquire lots of good ideas to use immediately in their classrooms or work settings. These skillful staff developers set expectations early on. Then, they actually create a “take away window,” or list of strategies, concepts, and skills that are covered in the workshop. Trainers and participants continually add to the list and reference the ideas, asking participants to think about how they might use them in their classrooms.

*Transfer Book:* The Tiny Transfer Book is another tool participants use to capture ideas from the workshop. Each time a new strategy or skill is introduced, the trainers remind participants to jot the idea down in their tiny transfer book. Then, they are coached to think of a relevant application for their particular subject area grade level. They are cautioned to ask for help if they are not seeing practical, meaningful connections to their work. When that is the case, the staff developer helps brainstorm ideas for relevant applications. If there is a three-day workshop, there are three tiny transfer books, one for each day. It is a marvelously simple little tool that gets lots of mileage for conveying ideas from the workshop back to the classroom.