

TOOLKIT

Building a Culture of Learning

Gain Leadership Buy-In, Prioritize Growth, and Strengthen Workplace Learning



Future-Proof Your Workforce: Change Won't Wait

Work is evolving faster than most leadership teams can keep up.

As an L&D pro, you know learning fuels innovation, growth, and retention. But is it truly embedded in your culture - and backed by leadership?

This toolkit gives you the tools to make it happen.



From digital fluency to stronger communication and leadership skills, today's workforces need a *culture of learning* to stay ahea



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Learning isn't just a trend—it's a business growth engine.

40%

Of employees report that they're worried their skills may be outdated with the introduction of new technologies.

- SHRM

53%

of HR managers report a skills gap within their teams

- SHRM

Workforce development empowers employees to thrive while driving your business forward. And it never stops.





Your Path Forward

This toolkit was designed to support you—an L&D professional

A solid plan leads to lasting impact. This toolkit is built on trusted learning and implementation frameworks like the ADDIE model and the ADKAR model —proven approaches that drive success.

With an ongoing model like this, your learning strategy stays dynamic, evolving alongside your organization's needs.



PLAN

Collect key metrics, build the case for a learning culture, and identify areas for growth.



LAUNCH

Promote your program like a marketing pro.



MONITOR

Adopt a cycle of inquiry—assess, adjust, celebrate and refine.



IMPROVE

Stay curious about ROI, adapt, and continuously enhance your program.



Overview

We'll guide you through the 8 steps to building a thriving learning culture.

Each step falls under a process section.



PLAN

Step 1: Secure leadership buy-in

Step 2: Survey L&D and leadership

Step 3: Employee engagement survey and/or listening tour

Step 4: Analyze all metrics and set priorities

Step 5: Develop your plan



LAUNCH

Step 6: Launch with support from OpenSesame



MONITOR

Step 7: Collect feedback, analyze, measure, and celebrate successes



IMPROVE

Step 8: Improve on everything and resume the cycle



Step 1

Secure leadership buy-in.

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One of the most important things to have a culture of learning truly is to have buy-in from across the org—well beyond the L&D team and HR...It's not a culture if it's only happening in an isolated space with an isolated tool."



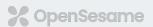
PAIGE KRACKEDirector of Curation, OpenSesame

Gaining leadership and stakeholder **buy-in is critical to driving workforce development** from the inside out.

Data matters.



The insights ahead will help you build a strong, metrics-backed case for a learning-driven culture.



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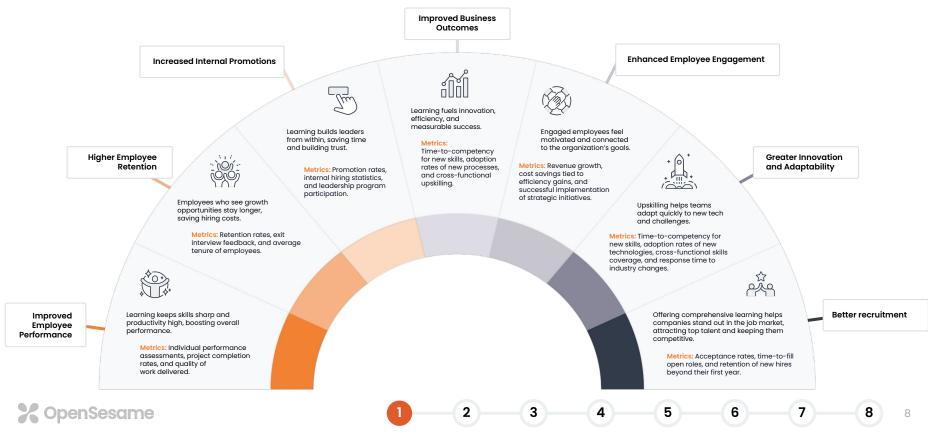
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Proving return on investment

Metrics of success you can track





of employees say they are more inclined to stay in an organization if it offers continuous



learning and development. (SHRM, 2022)

say they need more development opportunities to improve their work. (SHRM, 2022)

of employees would spend more time studying if they were given specific course recommendations to assist them in achieving their professional objectives. (LinkedIn Learning, 2020)



According to 94% of employees, an essential policy that would convince them to stay in the organization is training and development. (Clear Company, 2021)



More than 8 in 10 HR managers said training is beneficial for employee attraction (83%) and retention (86%). (SHRM, 2022)



of workers expect training opportunities relevant to their jobs, 32% want them to be current, and 31% wish they had more control over the programs. (SHRM, 2022)



of employees are relatively inclined to quit their current job to work for a organization that invests in employee development and learning. (PRNewswire, 2019)



of employees believe they would stay with a firm for a longer period if they were involved in their learning and development. (LinkedIn Learning, 2020)



of companies say their leadership doesn't support L&D endeavors. (SHRM, 2022)













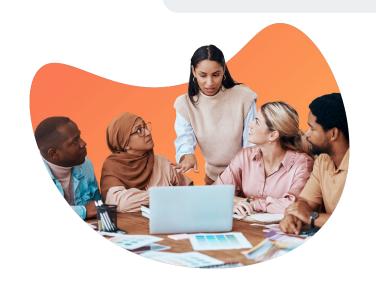




The business case for a culture of learning

FACT

When an organization invests in training, it communicates to employees they are valued members of the team with unique and critical roles to play.



84% ::::: of organizations agree that building a learning culture enhances organizational resilience and build a better culture for employees.

-SHRM













A culture of learning . . .

RESOURCE

What your leadership needs to know.

<u>Drives Innovation</u>: Continuous learning fuels fresh ideas, problem-solving, and adaptability in a rapidly changing market.

Boosts Employee Engagement &

<u>Retention</u>: Employees who see growth opportunities stay motivated, productive, and committed to your organization.

Strengthens Competitive Advantage:

A skilled workforce keeps your organization agile, resilient, and ahead of the curve.

Promotes Inclusion & Equity: Investing in professional development creates an inclusive, engaged workforce for all. When employees can grow, they feel valued, connected, and ready to contribute.

Mitigates Risk & Ensures Compliance: Continuous training helps businesses stay compliant, reduce errors, and

maintain industry best practices.

Aligns Learning with Business Goals: When L&D is integrated into organizational strategy, it directly supports long-term success.



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In a true culture of learning, everyone is empowered to take responsibility and accountability for their learning."



TINA JONESLearning Programs & Talent
Development Manager, OpenSesame

It goes beyond mandatory training and provides a diverse range of learning opportunities across technical, compliance, and soft skills.

It's having leadership champion a learning culture from the top while participating themselves and valuing all learning.

It's skills and workforce development that scales with your team.

It's aligning learning with your organization's goals to improve engagement and empower your team to thrive in every aspect of life.

It's going beyond creating a better work environment where learning isn't limited to only work topics. Individuals are encouraged to grow in a wide range of areas with paid time and funds to pursue their own development interests.

It's fostering a workplace where employees feel inspired, informed, motivated and fully prepared for success.

It's empowering and motivating employees to drive their own learning.

















Real world workforce development wins



True learning thrives in an environment of curiosity and engagement, not fear. While memorization may be driven by anxiety over failure - like cramming for a test - deep, lasting learning occurs when individuals are motivated, energized, and fully immersed in the experience.



Liza Mucheru Wisner Enterprise Curator, OpenSesame

CUSTOMER SUCCESS STORY

Create self-paced learning

"A robust training and development program increases employee engagement and minimizes turnover. In addition to **improving retention rates**, we're seeing employees take courses to **upskill or reskill themselves**...it's helping to build the ADVICS workforce of the future."

CORPORATE SENIOR SPECIALIST

Training & Development, ADVICS

CUSTOMER SUCCESS STORY

Nominate learning champions

"We have nominated learning champions across each of our departments to assess the needs of that particular department and guide learners to find the learning they need."

DARREN MCCABE

Head of Employee Experience and HR Partnering at Corio Generation

CUSTOMER SUCCESS STORY

Lean into new learning technology

Multinational tire manufacturer, <u>Hankook</u>, streamlined learning across languages, devices, and locations—boosting speed and accessibility. Key wins: **faster OSHA compliance** with instant, **incident-specific training** and **on-the-go learning for every employee**, **on any device**.



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Step 2 Survey L&D and leadership



The first step in building a strong learning and development (L&D) strategy is understanding where you are today.

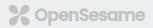
Know where you stand—so you can grow.

The <u>OpenSesame L&D Progress Index Survey</u> survey is designed just for you—but you can compare your results with managers and directors to get a broader perspective.

Once completed, you'll receive a personalized report ranking your organization within <u>four levels of L&D maturity</u>—helping you pinpoint how your L&D strategy aligns with business goals and uncover areas for improvement.

RESOURCE

Learning & Development (L&D) Progress Index Survey



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Step 3 Employee engagement survey and listening tour

Excellent examples of employee engagement surveys you can use.

Gallup Q12 Survey

Culture Amp

Qualtrics



Sample employee questions

- Does your organization actively support your professional growth with accessible learning opportunities?
- Do you feel empowered to apply new skills and take on challenges that advance your career?
- How well do your organization's training and development programs align with your day-to-day work and long-term goals?
- Does leadership champion and invest in a culture of continuous learning?
- Are learning opportunities flexible and engaging enough to fit your needs?
- Do you have the tools and resources needed to develop new skills and grow in your role?
- How often do you apply what you've learned in training to your work?
- Do you feel recognized and supported when you invest time in learning?













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"You are the pulse of your organization's direction. The goal is to equip you with the knowledge and confidence to navigate it with clarity.



LIZA MUCHERU WISNEREnterprise Curator, OpenSesame

Listening tours are a powerful way to understand team dynamics. They help show successes, pinpoint challenges, and uncover learning gaps.

<u>SHRM</u> recommends a **three-step framework** for effective listening tours:

- **1. Create a safe space** Employees should feel comfortable sharing honest feedback without fear of retribution. Trust is key to meaningful insights.
- **2. Report back** Summarize key takeaways to show employees their voices were heard and their input matters.
- **3. Act and involve** Share planned actions based on feedback and, when possible, engage employees in shaping solutions.

When done right, listening tours build trust, strengthen learning culture, and drive real change.



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The value of L&D listening tours



Q&A with Liza Mucheru Wisner, Enterprise Curator, OpenSesame

Q: What does a <u>listening tour</u> offer when setting up a new L&D program?

A: Data is valuable, but nothing replaces direct conversations. A listening tour could help you identify skill gaps and segment your learning strategy in meaningful ways. You could ask people leaders and senior leadership teams: "If you could provide training on just one thing for your team, what would it be?"

It doesn't have to be traditionally L&D focused. Sometimes, the biggest needs involve upskilling, reskilling, or even workflow improvements. People learn best when the learning feels relevant and personalized to them.

As an L&D leader, it may also be helpful to think of each department as its own company, with its leader acting as the CEO. Each team has unique needs. By listening first, you gain deep insight into your audiences, allowing you to tailor learning experiences effectively.



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Analyze all metrics and set priorities

OpenSesame will guide you through your results, helping you:

- Pinpoint Priorities Identify key learning areas that need focus.
- Uncover Gaps & Needs Use insights to understand employee preferences and development opportunities.
- Strengthen Engagement Connect survey data with employee feedback from listening tours to ensure learning initiatives align with real needs.
- **Take Action** Apply your results to enhance learning practices, foster engagement, and drive meaningful change.















Level 1: Arising: Early stages of formalizing a learning strategy.

Level 2: Responsive: A strategy is in place, but may not be fully aligned with business goals.

Level 3: Proactive: Learning integrates with business strategy, with employees actively managing their development.

Level 4: Optimizing: L&D is fully embedded, driving innovation and a competitive edge.

Turn your survey results into action

Once you complete the survey, you'll receive a personalized report ranking your organization within our four levels of L&D maturity.



3

Use your insights to build a game-changing plan

Use the insights already available to assess your learning strategy.

Combining survey insights with direct employee input and existing data and known factors, you'll begin to build a learning strategy that's data-driven, employee-centered, and set for success.

New Survey & Feedback Data	Existing Learning Program Metrics		
□ L&D Team Leadership Surveys □ Employee Engagement Surveys □ Listening Tour Feedback	 Training Completion Rates Course Engagement Data Skill Development Progress L&D Budget Utilization 	 Alignment with Business Goals Retention & Turnover Rates Career advancement (linked to training) Compliance Training Metrics 	 Leadership Support for Learning Employee-Led Learning Initiatives (existing peer training and knowledge-share efforts)

















Quick OpenSesame links you can lean on

Goal setting template

Frameworks to align learning objectives with business goals

Learning launch checklist

A comprehensive checklist to make your launch seamless.

Learning survey toolkit

A learning survey allows you to gain valuable insight into the workforce development options that are important to your organization and your workforce.

Learning onboarding guide

Set learners up for success with a learning onboarding guide and includes all the information they'll need to access and complete training in your learning management system (LMS)

Ready-made course lists

Spend less time searching and more time strategizing by using pre-made lists of courses on key topics, curated by our industry experts.

















Step 5

Craft a learning plan that works

A strong learning strategy adapts as your workforce <u>evolves</u>, keeping teams engaged and aligned with business goals.

With AI and emerging technologies reshaping job skills faster than ever, agile, data-driven learning is essential to staying competitive and future-proofing your workforce.

LinkedIn data **predicts 65% shift in job skills By 2030** Due To Al.

-FORBES

% OpenSesame

Here's how to build a **resilient**, **high-impact learning strategy**.

1. Define Learning Objectives

- Align learning goals with organizational priorities.
- Ensure objectives are measurable and outcome-driven.

2. Understand Your Learners

- Identify skill gaps through data and feedback.
- Consider diverse learning styles and preferences.

3. Choose the Right Framework

- Use models like <u>ADKAR (change management)</u> or <u>Bloom's Taxonomy</u> (<u>learning outcomes</u>).
- Leverage competency-based learning to drive results.

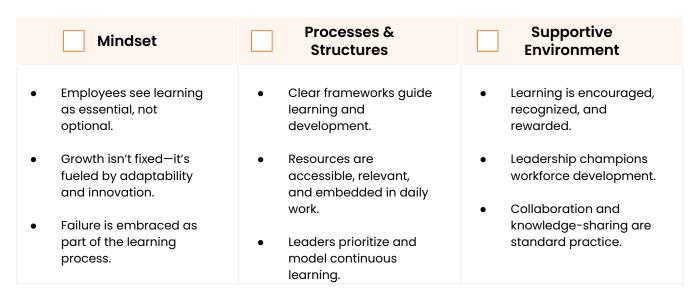
4. Personalize the Learning Experience

- Implement <u>Al-driven recommendations</u> and adaptive learning.
- Offer <u>flexible formats</u> (microlearning, videos, interactive modules).

These steps will support you organization to build a learning strategy that is impactful, scalable, and aligned with your business needs.

Key components: the ultimate culture of learning checklist

A true <u>learning culture</u>, according to the <u>Academy to Innovate Human Resources (AAHR)</u>, isn't just about training—it's a mindset, a system, and a shared commitment that drives growth, innovation, and lasting success.





The Result:

A workplace where learning is continuous, valued, and drives real impact.



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Use curated course calendars to simplify your planning

Keep your team motivated with fresh learning opportunities.

The variety of <u>pre-curated calendars</u> <u>from OpenSesame</u> provides monthly highlights of must-take courses, aligning with key themes and events to keep personal and professional growth on track.



Book of the Month Calendar

2025 Course of the Month Calendar

2025 DEI Holidays and Observances Course Calendar

2025 Wellness Course Calendar

2025 Leadership Course Calendar



















60% ++++

Employees are up to **60% more engaged** when learning is personalized to them.

-KINGS RESEARCH

Training Topics:

- Consider specific topics for year-round training: <u>leadership</u>, <u>wellness</u>, <u>DEI</u>, <u>technology</u> and more.
- Create a worksheet for identifying key learning needs within your organization.

Ways to Expanding Training Contributions:

- Enable more departments to <u>create training material</u>.
- Showcase best practices for cross-functional collaboration.

Emerging Trends in L&D:

- Embrace learning and workforce development using Al.
- Skills based talent development and personalization utilizing resources like OpenSesame's Oro
- Fostering belonging through learning.



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Step 6 Launch



Promote your program like a pro with OpenSesame's community, experts and tools



L&D is like marketing - we must sell learning. Employees aren't typically seeking training. They're focused on their work. Our role is to design learning experiences that inspire, engage, and seamlessly integrate into their flow."



LIZA MUCHERU WISNEREnterprise Curator, OpenSesame

% OpenSesame

Utilize these marketing resources to help deploy your L&D program.

LEARNING & DEVELOPMENT MARKETING RESOURCE HUB

- **Learning newsletter toolkit:** Quickly and clearly communicate learning and development information all in one place.
- Templates
- Training calendars
- Join the monthly OpenSesame Customer Conversations webingr

Step 7 Monitor and review

- Track progress
- Stay relevant
- Improve with a checklist

Track progress and measure success with OpenSesame

Once your <u>training program is live</u> and learners start engaging, use OpenSesame's reporting tools to track activity, monitor progress, and measure impact against your organization's success metrics.

Tools to utilize after launch and ongoing



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Revisit your success metrics from the "plan" stage



Improved Employee Performance:

Metrics: Individual performance assessments, project completion rates, and quality of work delivered.



Higher Employee Retention:

Metrics: Retention rates, exit interview feedback, and average tenure of employees.



Increased Internal Promotions:

Metrics: Promotion rates, internal hiring statistics, and leadership program participation.



Improved Business Outcomes:

Metrics: Time-to-competency for new skills, adoption rates of new processes, and cross-functional upskilling.



Enhanced Employee Engagement:

Metrics: Revenue growth, cost savings tied to efficiency gains, and successful implementation of strategic initiatives.



Greater Innovation and Adaptability:

Metrics: Time-to-competency for new skills, adoption rates of new technologies, cross-functional skills coverage, and response time to industry changes.



Better recruitment:

Metrics: Acceptance rates, time-to-fill open roles, and retention of new hires beyond their first year.



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Or create your own custom metrics for success

Choose the key learning impact measures that matter most to your organization. We've got some ideas here.

Utilization Rates:	Employee Engagement and Satisfaction:	Mental and Emotional Well-being:	Economic Impact:	Productivity Metrics:
 Participation in L&D opportunities Completion of continuous learning programs Pro-dev hours and funds Self-selected and completed learning beyond required learning. 	 Survey feedback on satisfaction and program value. Retention and promotion rates of learning program participants. Likelihood of employees recommending the workplace. 	 Changes in reported stress and mental health. Use of mental health resources (e.g., counseling). Feedback on workplace morale and wellbeing. 	 Decreased absenteeism. Lower onboarding costs Improved business outcomes Decrease in training time for retained employees vs. onboarding new hires 	 Changes in productivity and performance. Improved quality of work and output.













Celebrate successes with learners

Recognizing and celebrating learning milestones fosters motivation, reinforces engagement, and cultivates a culture of continuous development. By acknowledging both small wins and major achievements, organizations signal that learning is valued at every stage.



Building a culture that celebrates progress — through public recognition, peer shoutouts, and tangible rewards — ensures that learning remains a priority and inspires others to stay on their development journey."



Enterprise Curator, OpenSesame





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Celebrate successes with learners



1. Acknowledge achievements publicly

- Highlight learner accomplishments in all-team meetings, newsletters, or social channels.
- Feature top learners or teams in internal spotlights.

2. Leverage digital badges and certifications

 Offer shareable credentials for completed courses or skills mastered and integrate badges into learning platforms.

3. Create peer recognition opportunities

 Encourage peer-to-peer recognition for knowledge sharing and skill development with elements like leaderboards and point systems.

4. Connect learning to career growth

 Link achievements to promotions, new roles, or special projects to show employees how their progress contributes to impact.

5. Make it personal and meaningful

Celebrate in ways that resonate with learners - shoutouts, small rewards, or personalized notes
go a long way when they are aligned with organizational values to reinforce cultural priorities.

















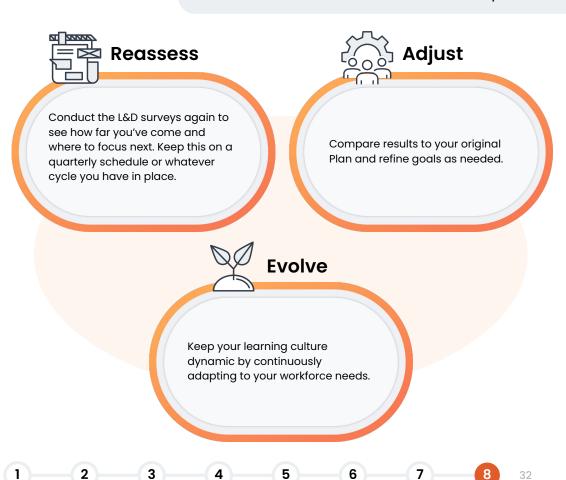


Step 8 Improve

Improvement isn't about perfection—it's about progress. Stay curious, measure impact, and optimize for lasting success.

Turn insights into action

Your learning strategy isn't one-and-done —it's a cycle of growth. Use the data from the Monitor stage to measure progress, identify gaps, and refine your approach.



Don't go it alone. OpenSesame is here to partner with you. For the long-haul.



Worldwide workforce development:

Cater to a diverse workforce with course offerings in more than 30 languages, ensuring inclusivity and accessibility for learners everywhere.



Seamless LMS integration:

We've partnered with more than 100 LMS providers so you can deliver courses to learners in a matter of clicks, no downloading or uploading required.



Modalities for every learner:

From videos to podcasts, book summaries to simulations, we offer multiple styles for every topic, so you can pick the best fit for your teams.



Expert curation assistance:

Crafting meaningful learning paths is a powerful way to ensure training programs are successful. Our industry-specific curators learn your business goals and learner preferences, then pair you with courses to match your goals.



Al-powered recommendations:

Our Smart Lists use your preferences and past course choices to serve up training options aligned with your tastes.



Ready-made course lists:

Spend less time searching and more time strategizing by using pre-made lists of courses on key topics, curated by our industry experts.





And we brought tools...

Not only do we have experts we have tools to scale it.

OpenSesame lets you design learning initiatives and learning that resonates with people's personal learning styles, personal goals—and your bottom line.



<u>Simon</u>

Easy course creation tool lets every experts in your org easily contribute knowledge. Unlocks broader knowledge sharing.



OpenSesame Marketplace

Breadth and depth, whatever training you need. From videos to podcasts, book summaries to simulations, we offer multiple styles for every topic, so you can pick the best fit for your teams.



<u>Oro</u>

A smart solution to analyze your workforce, identify skill gaps, and deliver customized training. Everybody gets a quick skills assessment and the ability to close that gap and grow their career in the ways most relevant to them.





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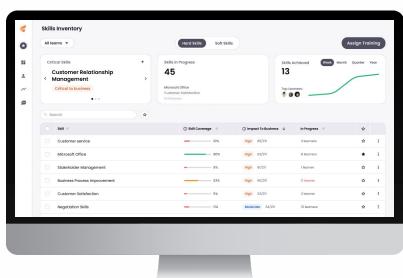
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Spend less time making assessments and more time working with employees.

With OpenSesame, your <u>Customer Success Manager</u> is your strategic partner, helping you build a thriving learning culture.

- Onboard & launch: Align learning goals with business objectives.
- **Curate courses:** Get expert recommendations tailored to your needs.
- Track & optimize: Use data insights to measure impact and refine strategies.
- **Drive engagement:** Boost learner adoption with best practices.
- Evolve & grow: Continuously improve your L&D program for long-term success.



L&D managers get a simple dashboard to view their team's skills at a glance.

















Inside OpenSesame: how we build a culture of learning



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We encourage team members to grow in all areas, not just those related to their jobs."

Q&A with Tina Jones,Learning Programs
& Talent Manager, OpenSesame

Q: How does OpenSesame make learning a part of everyday work?

A: Learning is part of our DNA. It's expected and required weekly in bite-sized chunks, making it easy to incorporate into our work routines. Managers play a big role in promoting this culture, ensuring learning is both consistent and practical. We pair our training with activities focused on applying what we've learned, so it's not just theoretical—it's actionable.

Q: How does OpenSesame encourage learning beyond work-related topics?

A: We encourage team members to grow in all areas, not just those related to their

jobs. Employees receive paid time and funds to pursue their own development interests, whether it's personal or professional growth.

Q: Can you share an example of how creativity plays a role in your learning programs?

A: A small team recently curated a list of topics they wanted to explore together. They divided the content into parts and met at key milestones to discuss what they'd learned. Each team member led discussions on how their insights applied to their work, making the experience collaborative and practical. Creativity is central to how we approach learning.



Monitor **Improve**

The future of learning





A culture of learning isn't static - it's dynamic, adaptive, and in constant motion. Just like in sports, progress comes from agility, not stillness. To grow, we must pivot, adjust, and keep moving forward."

Q&A with Liza Mucheru Wisner, Enterprise Curator, OpenSesame

Q: What does the future of learning look like?

A: The future of learning is democratized. It feels innate, as natural as breathing. No one tells your lungs to take a breath, they just do. That's how learning should feel. Every day, we evolve and we're not the same people we were yesterday. Learning should be something we're drawn to, something that happens effortlessly and grows with us as we evolve. That's the future - where learning is just part of how we exist and grow.

Q: What creates a true culture of learning?

A: It starts with a decision: Are you going to stay up to date with the world, or not? A culture of learning isn't static - it's dynamic, adaptive, and in constant motion. Just like in sports, progress comes from agility, not stillness. To grow, we must pivot, adjust, and keep moving forward. It's about creating an environment where people are empowered to grow, shift, and stay ahead of change.

Q: What makes for an ongoing culture of learning?

A: A true culture of learning thrives on curiosity, connection, and autonomy not just structured training. It's not about checking boxes. It's about creating an environment where learning is continuous, effortless, and driven by the people within it. Psychological safety is key. We learn best when we feel safe to ask questions, experiment, and challenge ideas. It's also about making learning a habit, a mindset, and a way of being.



Plan Launch Monitor Improve

Future-proofing: emerging tech and AI in learning



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If you're not leveraging the new tech that exists in L&D, you're already behind."

Q&A with Paige Kracke,Director of Curation at OpenSesame

Q: Artificial Intelligence: How is AI changing the landscape for L&D teams?

A: The rapid shifts in tech are making it 1) easier to generate content 2) also demanding more agility from L&D teams. If you're not leveraging the new tech in L&D, you're already behind. OpenSesame's Oro leverages proprietary AI technology letting organizations identify skill gaps and solve them with custom learning programs. And Simon enables more departments to create training material using internal, nuanced knowledge.

Q: What makes AI a game-changer for skills-based talent development?

A: Skills-based talent development is more and more granular with the skills we target. Also aligning and identifying the skills that are required at each role and professional level within those roles. The reason we can get so granular is the AI tech that is opening doors to the learning team. We now have tooling that's pretty smart.

Q: What does the future of learning look like?

A: The future of talent and learning will be data-driven in a really smart way. It eliminates a lot of tedious human hours but also takes out subjectivity when humans are trying to tag content with skills and fields and categories. L&D teams will need to adapt quickly, but the tools are there to help them shift strategies and stay ahead.



How OpenSesame can help you evaluate plan and launch



Ongoing support for your team with OpenSesame

Have questions about this guide and resources?

Looking to work with our curation experts on assessing, improving or launching your training approach?



OpenSesame customers get more than just a course vendor. It's a partnership. Our team of experts is right there in the weeds with you, scaling and refining your L&D program together. We're with you at every turn, for the long haul.

Be sure to check out our <u>Onboarding Guide</u> to easily start your journey with OpenSesame.

For more information, visit www.opensesame.com





In an ever more rapidly changing business environment, accelerated by GAI, organizations with a strong learning culture can quickly adapt to market shifts, technological advancements, and competitive pressures. Employees who embrace learning are more likely to innovate and drive business growth."

DON SPEAR

CEO of OpenSesame





OpenSesame®

For more information visit <u>www.opensesame.com</u>