**Learning through experience: on the job (70%)**

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| On the job training is often regarded as the most beneficial as it enables you to put your knowledge into practice and embed learning. It’s about stretching ourselves to take on areas of work responsibilities that are new to us and learning through these experiences with the support of experienced colleagues. |
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| **Examples:**   * Take the initiative to look for ways that you can learn new skills through experiences that also help your manager, team, directorate / faculty achieve its goals. * Ask if you can manage a project from start to finish. * Teach a process or a new skill to your team (e.g. after attending a formal training course). * Run a team meeting. * Cover some responsibilities for your manager whilst they are on leave. * Seek out feedback on how your performance might be improved, then implement a plan to improve your performance. You could do this using our [360 self-awareness tool.](https://blogs.shu.ac.uk/hallamleaders/programme/360-feedback) * Represent your group at a central meeting or act as a liaison point for your team. * Being a mentor can be really rewarding. It allows you to support current or new colleagues.​If you want to become part of our mentoring network, [more information is available here.](https://blogs.shu.ac.uk/hallammentoring/mentors) * Volunteer: Look out for opportunities to help out with university-wide events as this may provide you time to work on skills outside of your normal role e.g. clearing, graduation, open-days, university mental health day etc. More ideas are available on the ["Give" page](https://portal.shu.ac.uk/departments/WellBeing/Pages/Give.aspx) of the staff wellbeing site. * Job shadowing: Job shadowing is the opportunity to spend time with someone in a different role, directorate, faculty or university to get a flavour or understanding of what role they do and how this contributes to the university. [Visit our job shadowing guide for more information.](https://portal.shu.ac.uk/departments/HRD/development/yourself/Documents/General%20Job%20shadowing%20Guidance.docx) |