



Chapter Toolkit

What is Performance & Learning Month?

Performance & Learning Month celebrates and promotes the importance of workplace performance and learning to key stakeholders and the public-at-large. It showcases what members and non-members are doing to champion performance and learning in their workplace.



Why is it important?

- Recognizes the superstars in the industry who make L&D exciting and innovative;
- Showcases workplaces that make performance, learning and development a priority;
- Creates opportunities for individuals/organizations to improve, grow;
- Has positive results on performance, productivity;
- Is critical to a healthy Canadian economy.

Getting started

- Draw on expertise of various business units in the workplace to recruit a P&L Month committee for organizing and promoting events.
- Develop a list of events/activities that support learning in the workplace.
- Encourage senior-level involvement and participation in the planning process.
- Create a plan or schedule to implement the events and activities determined by the committee.
- Use the planning checklist in this toolkit to ensure everything is covered for a successful event!

How to participate in your workplace

Open House

Meet the learning team and better understand how important the learning role is to the organization and its people.

Have a lunchtime launch party

Assemble your colleagues for a lunch party or lunch and learn and informally educate them or update them on your department or personal portfolio

Use promo tools

Videos, e-blasts, projects, and contest to kick-off Performance & Learning month!

Speaking engagement

Invite senior-level support and increase awareness of workplace learning excellence.

How to participate: Nominate a Learning Leader!

A Learning Leader is someone who:

- Inspires or motivates others in learning, performance or development in your workplace;
- Displays exceptional mentoring and leaderships;
- Champions the learning, performance and development field.

Email [Sarah Cooper](#) with your nomination and the contact info for your nominee. What makes them a Learning Leader in your eyes, why are you nominating them? We will email them and congratulate them for being a Learning Leader. They will be featured in the weekly newsletter and will be acknowledged for their contributions.

Use promotional tools provided by I4PL

- Social media content that is pre-written and adjust as needed for your event
- Use P&L Month badges and signatures on your LinkedIn Profile
- Post P&L Month posters
- Contact your local media with pre-written pitches and media releases on what your chapter or workplace is doing for P&L Month (media list supplied by National Office)

- The National Office will be contacting national media
- National office will also be submitting proclamations to all cities where Chapters exist and which offer proclamations (i.e., declaring September to be Performance & Learning Month in Toronto, Vancouver, etc.)

Contribute to the newsletter & inspire others with special content

- Each week will feature a different facet of the performance and learning sector.
- Contribute an article on successes or new programs you or your workplace have implemented that have truly enhanced your practice.
- Nominate a Learning Leader through the newsletter and watch for their profile in an upcoming edition.



Sponsor P&L Month! Email sarah@performanceandlearning.ca
for more info