

Supporting *everyday* skill practice



University of Phoenix
Workforce Solutions

Skill-building can be strengthened when the right conditions are in place. Use this quick checklist to help reinforce development during everyday work – without adding extra meetings or processes.

1	Reinforce what matters
	Specific skills employees are focusing on
	Behaviors that show those skills in action
	Situations where the skills naturally appear in daily work
	Clear links between the skills and team priorities
2	Show what “good” looks like
	Examples employees can consistently model
	Early signs of progress (small wins)
	Observable changes in communication, collaboration or task execution
	Consistent application across recurring workflows
3	Use these weekly prompts
	“Where did you use this skill this week?”
	“What made it easier or harder to apply?”
	“What upcoming tasks offer a chance to practice?”
	“How can I support this next week?”
4	Track what counts
	Engagement with short practice modules
	Observable behavior shifts during work
	Increased confidence in applying the skill
	Alignment between learning and current job expectations



See how we can help support learning across your team
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