# Learning at a New Job

All jobs have processes we need to learn. The more you know about your learning style, the better you can learn what is being asked of you. Your employer wants you to learn these processes and so they will appreciate if you advocate for your learning needs. There are many different learning styles (and often we like a combination of them) but here are some tips to help you when you are learning at a new job.

## Visual Learning: Learning by sight/ watching

* If you learn quickest by seeing information such as pictures, diagrams, videos, or watching someone else – **let the person training you know.**
* They can highlight what information they don’t have in that format so you can **find an alternative.**
* Perhaps they have their process for accessing your calendar or schedule only in written form, **ask if they can walk you through it** and pull up the system for accessing this information.

## Auditory Learning: Learn by hearing

* If you prefer to hear information, there are many great things you can do when learning a new job to help.
* **Bring headphones**, if the information is digital, you can use a Chrome Extension or app like **ReadAloud** to read the information to you.
* If you like to read it aloud to yourself, when it comes time to read through a policy or manual **ask for a space you can do this in without disrupting others.**

## Tactile Learning: Learn by touch

* If you are the type of person who needs to get hands on with a process to truly learn it, let your trainer know. This way, **before you move on from a demonstration, you can stop and do it yourself with them watching** and ensuring you are doing it correctly.
* They may start from this place to serve time and **verbally walk you through the process as you do it yourself.**
* You can also **ask if there is someone in the workplace who can watch you** do some processes to give you coaching as you learn them.