

Training Approaches for Adult Learners

1. Proceed gradually from simple concepts to more difficult ones.
2. Use team activities and assignments that support individuals who may have more difficulty learning.
3. Be supportive.
4. Link training to the benefits it will bring the employee.
5. Give frequent feedback.
6. Use participatory techniques that tap prior learning and experiences.
7. Build on the knowledge and skills participants already have.
8. Use activities that help individuals discover concepts for themselves.
9. Go over critical concepts several times using a variety of activities and exercises. Provide ample opportunities to practice new skills. Space practice over time – in the classroom and on the job.
10. Use pictures, diagrams, rhymes, slogans, initials, stories, examples, and repetition to enhance retention.
11. Assist participants to organize information.
12. Rely more on job aids and less on memory. Use tip sheets with simple instructions to help people remember procedures.
13. Give take-home reading materials and assignments that participants can complete at their own speed.
14. Give instructions verbally and in writing.
15. Minimize distractions.
16. Provide frequent changes of pace during an instructional module.
17. Provide a break every 60-90 minutes.
18. Provide content which will be used and applied within 7-10 days.
19. Provide training when people are given new responsibilities. Don't allow a pattern of "fail then train."
20. Use a variety of instructional strategies to accommodate different learning styles.