

Quick Guide to Adult Learning

Know your Audience

- Demonstrate early how the attendees will benefit from your information
 - Why do they need it?
 - How will they use it?
 - How will it make their jobs easier?

Adult Learning Concepts

- Adults learn better when
 - The information relates specifically or generally to their work
 - Use anecdotal examples
 - Link content to experiences
 - There is variety in examples and delivery
 - The speaker presents the material and doesn't read the slides

Delivery

- Be prepared
 - Rehearse ahead of time
 - Arrive early to check room and equipment
- Use a conversational tone
- Establish eye contact
- Use confident, positive body language
- State objectives clearly and early
- Have a strong opening and closing

Delivery

- Get the audience involved
- Smile when appropriate
- Provide opportunities for questions
- Provide handouts that
 - Complement the presentation
 - Provide technical details
 - Provide references