Train-the-trainer

Adult Learning Techniques

Developed by the Missouri Long-Term Care Ombudsman Program
Distributed by the National Long-Term Care Ombudsman Resource Center
Trainer’s Behavior Checklist

The DO List

☑ Make opening remarks
☑ State your objectives
☑ Know your material
☑ Be prepared, flexible
☑ Maintain control
☑ Answer questions
☑ Evaluate
☑ Be yourself

The Don’t List

☑ Keep break times
☑ Don’t waste time
☑ Don’t fake it
☑ Don’t read your material
☑ Don’t be a dictator
☑ Don’t lock horns
Characteristics of Adult Learning

• Material must be relevant to the needs of the participants
• Best accomplished in an informal atmosphere
• Must have application to participants’ job
• Enhanced by the shared knowledge and experience of participants
Interactive – adults learn best by doing
Occurs through increasing participants’ self-confidence
Participants share responsibility for their learning
Ten Basic Abused Commandments of Training

1. Don’t try to cover too much

2. Encourage participation

3. Design training to have a variety of learning goals
4. Constructive repetition/constructive repetition

5. Don’t always assume that people know the basics

6. Adult education differs from previous educational experiences
7. Choose speakers carefully

8. Materials and flip charts

9. Encourage/promote questions

10. Logistics is the unsung hero of successful training
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