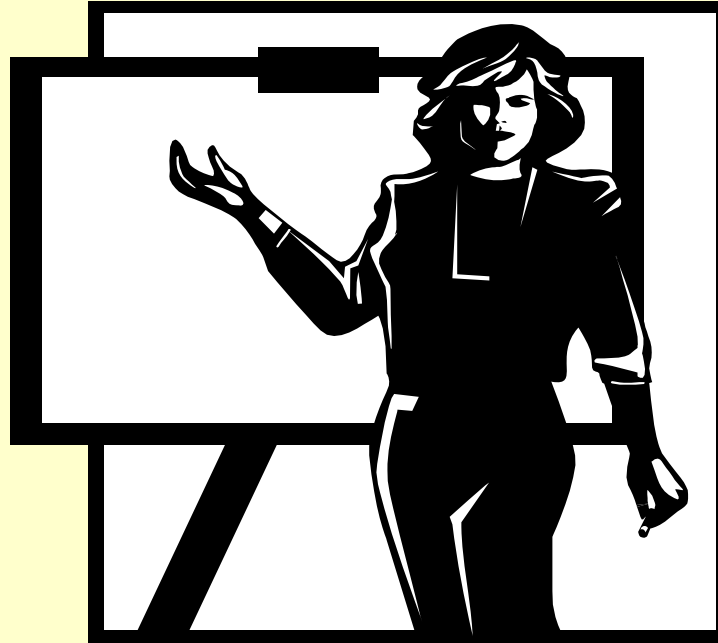


Train-the-trainer



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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