

The Challenge of Helping Adults Learn: **A Handful of Ideas for Improving Your Technical Teaching**

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One of a series of workshop handouts made available by LearnerAssociates.net¹

Before your class:

- ✓ Prepare a class schedule ahead of time and distribute it to the learners before the session.
- ✓ Arrive well ahead of time and arrange the room for learning.
- ✓ Individually greet learners as they arrive.

- ✓ Provide instructional time for learners to interact with each other.
- ✓ Schedule breaks for the learners.
- ✓ Ask open-ended questions.
- ✓ Start and finish on time.

During your class:

- ✓ Try and be honest with the learners.
- ✓ Stay on schedule.
- ✓ Call learners by name.
- ✓ Provide appropriate handouts and/or Note Taking Guides..
- ✓ Don't spend time telling information that can be given out ahead of time.
- ✓ Share the "air time" with the learners - allow opportunity for questions **and** answers from the learners.
- ✓ Try to summarize your ideas at periodic intervals - don't wait only until the end to summarize.

At the end of your class:

- ✓ Be available for questions.
- ✓ Listen to the learner's reactions.

A week or two after the class is finished:

- ✓ Send a session overview by mail to each learner.
- ✓ Follow-up with additional information as requested.
- ✓ Respond to questions in a timely manner.
- ✓ Check to see if the learners are applying the ideas.
- ✓ Begin to plan the changes you will make if you offer the class again.

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