

## ADULT LEARNING THEORY

*I hear and I forget  
I see and I remember  
I do and I understand*

<b>Principle</b>	<b>Supervisor/ Trainer responsibility</b>
<ul style="list-style-type: none"> <li>• Learning is a natural human process (negative experiences may have dulled trainee's eagerness to learn)</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a climate of trust</li> </ul>
<ul style="list-style-type: none"> <li>• Learners must have their present needs met.</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure the trainee is comfortable (not under time pressure, stressed by other responsibilities, nervous, etc)</li> </ul>
<ul style="list-style-type: none"> <li>• Adult learners need approval and acceptance</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a climate conducive to risk taking</li> </ul>
<ul style="list-style-type: none"> <li>• Adults will only learn what they feel they need to know</li> </ul>	<ul style="list-style-type: none"> <li>• Establish the relevance of training</li> <li>• Relate learning goals direct to job responsibilities and situations</li> </ul>
<ul style="list-style-type: none"> <li>• Adult learners only learn in a useful way when they are ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>• Listen/respond to feelings, problems and viewpoints</li> <li>• Test periodically for trainee involvement, sense of achievement</li> </ul>
<ul style="list-style-type: none"> <li>• Relevant information is retained better</li> </ul>	<ul style="list-style-type: none"> <li>• Always make the connection to the work</li> </ul>
<ul style="list-style-type: none"> <li>• Repetition improves retention</li> </ul>	<ul style="list-style-type: none"> <li>• Repeat, repeat, repeat</li> </ul>
<ul style="list-style-type: none"> <li>• Learning is most effective when presented in "bite-size" pieces</li> </ul>	<ul style="list-style-type: none"> <li>• Provide coaching in one area at a time, keep sessions short</li> </ul>
<ul style="list-style-type: none"> <li>• Learners must be given an opportunity to communicate new information to others and to begin their own application</li> </ul>	<ul style="list-style-type: none"> <li>• Ask trainees to "teach back" what they have learned</li> <li>• Ask trainees to apply information to their cases, check for understanding and provide constructive feedback</li> </ul>
<ul style="list-style-type: none"> <li>• Adults learn by doing</li> </ul>	<ul style="list-style-type: none"> <li>• Teach, apply, critique and practice again</li> </ul>