

Adult Learning Checklist

If thinking back to college lectures is enough to make your eyes glaze over, you're not alone. Research proves that adults learn best when:

- Training is relevant to their jobs and their personal success.
- Material is specific to the company and the employee's experiences.
- Learning is interactive and includes opportunities to discuss their experiences.

Use the following checklist to design a successful learning experience:

- Program objectives are clear and explicitly stated.
- Employees are involved in determining the knowledge, skills and abilities to be learned.
- Learners understand how they will personally benefit from the training.
- Performance expectations are defined, in terms of behavior changes, productivity improvements, etc.
- Employees understand how results will be measured during and after the training.
- Training uses a practical, problem-centered approach and includes company-specific examples.
- New material is connected to the employee's past work and learning experiences.
- The learning process includes interactive activities, such as discussion, exercises or role-plays.
- Participants' work experiences and knowledge is used as a resource.
- Employees are given opportunities to practice new skills.
- The learning environment is informal and supportive.
- Individuals are treated respectfully by the trainer or facilitator.