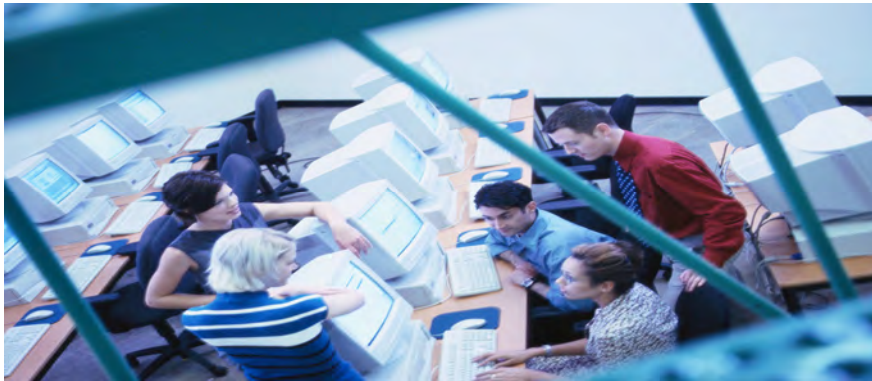


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# Understanding the Adult Learner

The understanding the Adult Learner online training session presents a foundation for teaching the adult learner and provides participants with best practices of adult education. This training session helps to set the stage for future modules and provides the essential information needed by any instructor teaching adults. Topics include: adult learner characteristics and needs, applying selected adult learning theories, using learning domains in the classroom, brain dominance and learning styles, and best practices teaching the adult learner.



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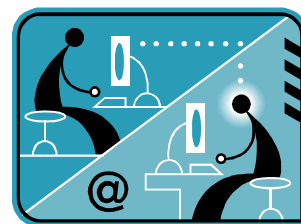
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Available Online



Registration Code and URL:  
**Training Code 101**

<http://www.dtae.org/teched/galearnregistration.pdf>

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# Teacher Preparation

The Teacher Preparation training session provides tips to both the beginning and seasoned instructors on how to organize for effective teaching. Topic included: the teacher's office, the teaching environment, teaching materials, first day of class and class introductions, and last day of class and course summations.



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Registration Code and URL:

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# Techniques for Classroom Presentations

The Techniques for Classroom Presentations training session focuses on the actual classroom presentation and the important skills required for successful instruction. Topics include: basic presentation techniques, strategies for using lecture, questioning and discussion skills, and effective listening.



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# Strategies for Active Learning

**The Strategies for Active Learning training session** discusses the concept of active learning and its importance in adult learning, and explains important characteristics of the excellent learning activity. Topics Include: ideas for individual learning activities, group activities, and experiential activities are provided. Additionally, the learning portfolio is presented as a way to document learning gained from activities.



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### Assessing and Evaluating the Adult Learner

The Assessing and Evaluating the Adult Learner module discusses evaluation of the adult learner through formal grading and informal assessment of progress in the classroom and lab activities. The module identifies and discusses effective and ineffective feedback, grading, development of project criteria, and designing of evaluation tools. Discussion is also provided on ways for faculty to assess their own skills and develop plans for improvement.



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# Classroom Management for Adults

**The Classroom Management for Adults Session** provides techniques for managing the adult learner in the classroom. Ideas are presented for dealing with many of the common student situations. Topics include: motivating the adult, creating a favorable classroom environment, dealing with diversity and legal issues, and humor in the classroom.



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### Teaching Students How to Learn

The Teaching Students How to Learn module focuses on techniques for teaching students how to learn and study effectively in a college environment. Topics include: teaching students to study effectively and teaching to accommodate good study habits, teaching students to utilize learning resources, teaching students how to learn, teaching students how to research effectively, and teaching professional skills.



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# Technology in the Classroom

**The Technology in the Classroom training session** explains various types of technology available for the college classroom including ways to use the technology effectively in teaching the adult learner. Topics include: equipment in the classroom, the internet as a learning tool, electronic assessment and grading tools, software, CD-ROMS, communication tools, and course management tools.



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# Teaching Online

The Teaching Online training session provides discussion on many factors involved in teaching courses online. Topics include: preparation for online teaching, the competencies needed by online faculty, communication in the online course, humanizing the online course, labs and hands-on activities.



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### Customer Service in the Classroom for Optimum Student Retention

The Customer Service in the Classroom for Optimum Student Retention training session discusses the important topic of student retention. It explains the concept of retention and its importance to the student and to the school. Topics include: techniques for meeting student needs, student service is customer service, effective communication, considerations in advising students, and expanding student services to the classroom.



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# Techniques for Teaching Special Populations

The Techniques for Teaching Special Populations training sessions provides an overview of several types of special populations that may be found in the adult learner and college classroom. It provides a description of the population, strategies for providing an effective education to those students, and other related considerations such as laws, adaptations, and motivations. Topics include: students with sensory and cognitive impairment, students with socio-emotional and psychological issues, and cultural awareness and diversity issues.



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# Creating an Innovative Learning Environment

The Creating an Innovative Learning Environment program provides ideas for a variety of ways to create an innovative learning environment for the adult learner. Both easy to implement and high technology ideas are discussed. Topics include: an overview of innovation in higher education, innovation in classroom facilities, innovation in learning activities, collaborative learning, and innovative learning technologies.



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### Teaching in a Lab or Shop Environment

The Teaching in a Lab or Shop Environment module addresses the special requirements of instructors teaching in a non-traditional classroom. Topics include: competency-based education, teaching strategies in the lab and shop environment, evaluating student progress, laboratory and shop management safety, and specific lab and shop environments.



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# Teaching with Experiential Learning and the Internship

The Teaching With Experiential Learning and the Internship training session provides an overview of the internship process, including methods for establishing an internship program, collaborating with internship sites, developing goals, objectives, and assignments, and supervising students. The module is appropriate for programs desiring to establish internship experiences for their students or for those seeking guidelines for developing an existing program.



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### Teaching Professional Competencies Across the Curriculum

The Teaching Professional Competencies Across the Curriculum focuses on general skills such as writing, professional development, interpersonal skills, and computer literacy that are important to any professional entering the workforce. Methods for incorporating professional skills into all aspects of the curriculum are provided, as well as the importance of teaching students the significance of these skills to their success.



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## Working With Advisory Boards

The Working With Advisory Boards training program provides guidelines for developing an advisory board to contribute to the development of the academic program. Topics include: the importance of using advisory boards, developing effective advisory boards, conducting effective advisory board meetings, incorporating advisory board input into the curriculum, and recognizing advisory board member participation.



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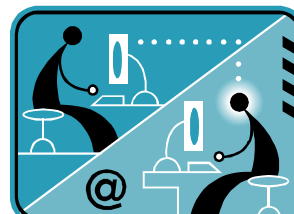
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### Teaching Information Literacy

The Teaching Information Literacy training program explores the concept of information literacy and its importance to students entering the workforce. Activities and suggestions focus on effective library and Internet use as well as incorporating library information seeking strategies into the classroom.



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### Teacher Training Boot Camp

The Teacher Training Boot Camp training module is designed to orient the new instructor to the school, the adult-learner student population, and to teaching in general. It provides a discussion of the minimum skills, responsibilities, and attitudes required for a successful first course. Topics include: an overview of college teaching, preparing to teach, the first days of class, day-to-day classroom responsibilities and techniques, grading and assessment, and classroom management.



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## Georgia LEARN

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**Dialogue - Now You're Talking!**, explores the Six Basic Rules of Dialogue and provides practical video-based examples and training exercises aimed at helping to implement Dialogue in your organization.

**Communicating in a Diverse World. Overview.** What is dialogue - contrasting debate and dialogue. Initiating Dialogue - how to do it, where to do it. The skills of Dialogue - Suspension (of judgment, decision making and status); Listening (with empathy, for understanding, showing you care); Discovery (uncovering and sharing hidden assumptions in yourself and others). Training Includes: dramatization of how dialogue helps us communicate across job functions, helping improve relations between people at different levels within the organization as well as between different departments or areas of expertise. (25 minutes)

**Dialogue for Cultural Understanding.** We apply the skills of dialogue outlined in Program 1 to challenges faced in culturally diverse work environments. We see a dramatization that demonstrates how dialogue can be used to open communication, uncover hidden assumptions, break down stereotypes and facilitate more productive relationships. (24 minutes)

**Dialogue between Genders.** A dramatized dialogue shows us how the skills we learned in Program 1 can be used to overcome misunderstandings, break down gender stereotypes and improve communications between men and women at work. (21 minutes)

**Dialogue among Generations.** We demonstrate how the skills of dialogue can be used to bridge the personal and professional style differences that exist between employees of different ages. We uncover how divergent personal and world views common to people of different generations can lead to misunderstandings and distrust and how dialogue can help overcome age barriers and build more productive workplace relationships. (24 minutes)

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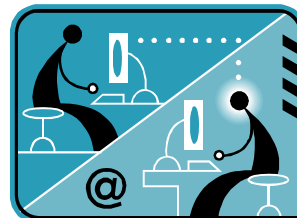
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