

FGC15-19 Certificate in Teaching Adults \$389 Avg. hours 32

Instructors: William A. Draves and Kassia Dellabough

This is your invitation to teach others in-person and join in one of the more important functions in life - passing on knowledge and skills to others. It is both an opportunity and a responsibility. Whether you want to teach others or currently teach others, in any setting, either formally or informally, this course is for you. We will give you both the fundamental and advanced information to improve your teaching. Your lead instructor is author of *How to Teach Adults*, the best-selling book on the subject. The ebook version is included in the course.



Course Outline

Unit 1. How Adults Learn

- Emotional characteristics, self-image as key
- Physical characteristics and your physical surroundings
- Mental characteristics, adults display a readiness to learn
- Social characteristics, learners' experiences, schooling, and prior experience
- Keys to helping adults learn

Unit 2. Tackling Learning Styles

- Sensory learning styles
- Gender learning styles
- Neurological learning styles

Unit 3. Generational Learning Styles

- The cohort experience
- Understanding generational differences
- How Baby Boomers learn
- How Gen X and Gen Y learns

Unit 4. How to Prepare for your Course

- Preparing the Course
- Goals, objectives, and end results
- Amount of material to cover
- Slant or approach, a range of ways to approach your subject
- Materials preparation

Unit 5. Discovering and Involving Your Participants

- Finding out more about your participants
- The First Class, why this meeting is critical, ice breakers
- How to involving your participants
- The Teachable Moment, a special time when you let go for awhile

Unit 6. Ways to Vary Your Teaching Techniques

- Modes of teaching, different formats for various situations
- Tips on how to leading a good discussion
- How to ask a good question - one of the most overlooked skills
- Making small group activities successful
- Energizing your physical learning environment

Unit 7. Great Presentation Techniques

- Surprising do's and don'ts of presenting
- Advanced presentation techniques
- Teaching tools, including audio-visuals
- Handouts that really zing
- Learning mediums, extra special touches to enhance learning

Unit 8. Improving Your Teaching

- Measuring results and learning
- Using the web in face-to-face courses
- Improving your course, every time
- Learning and teaching in the 21st century



About



Course Objectives

- To provide an understanding of how adults learn, and the characteristics of adults that impact their learning
- To address the issue of learning styles, including sensory, generational and neurological learning styles
- To provide information on both the fundamentals of good teaching, and advanced techniques
- To give participants strategies for preparing in-person courses, teaching face-to-face courses and improving one's teaching.



Course Outcomes

At the end of successfully completing the course, you will:

- Possess the knowledge of how adults learn, how learning styles impact learning, and how to best help others learn.
- Know the keys to preparing a course, involving your participants, and leading a discussion.
- Get the most advanced, how-to tips and techniques on presenting, using audio-visuals, and other learning tools.
- Have an understanding of how use the web in face-to-face courses, how to develop continual improvement of one's teaching, and how learning and teaching will be different in the 21st century.

online learning

Online learning is a fun, enjoyable and very productive way to learn. Millions of people are learning online each year. You will engage with the instructor and other participants. You will get to know your instructor and other participants. You may make friends. It's easy. It's fun.



How the Course Works

It is easy to participate in your online course. After you register, you will be given a web address to go to get into your online classroom. You will have a password and use your email address and password to gain access.

Once inside the online classroom, here's what you can expect.



Participate when you want

You can participate any time of day or evening. The online classroom is open 24 hours a day, 7 days a week.

There are no live real-time requirements or meetings. You decide when you participate.

For the best learning, participants should log into the course on 2-3 different days of the week.



What you will do

For each Unit, you will:

- Access the online readings
- Listen to the audio presentation for the Unit and view the slides
- Take a self-quiz to see how much you have learned
- Engage in written online discussion with your instructor and other participants

For best learning, you should make one or more comments at 2-3 different times each day.

The content (readings, audio lectures, slides) and self quizzes are accessible for the entire course, so you can work ahead, or go back and review again, at your convenience.



Discussion

The Discussion for each Unit lasts one week. All comments are made in writing and can be made at any time of the day or night.

Your instructor will log into the Discussion area at least once a day and answer questions, make comments, and respond to comments by you and the other participants.

We encourage you to make 2-3 comments each day to maximize your learning and enjoyment of the course.