

OK Training Tribute



OK Training Tribute Committee
Hosted on the Office Of Personnel Management Website

Adult Learning! Is it a Different way to Learn?

Through the years many educators and researchers have debated the idea of the difference between the learning processes of a child compared to that of an adult.

Children are considered to be dependent on a teacher or a more dominant role to determine what, when, and how something is to be learned. They like control and sharing. The dominant role has the responsibility of encouraging and nurturing the learning process. The adult however, has certain expectations from the process. They expect to be taught. They expect the teacher/instructor to take responsibility for when and how something will be learned. Adults like to take control, but expect the instructor to encourage the self-directed process.

Adult learning processes focus on:

1. "Real world problems"
2. Emphasizing how the learning can be applied

3. Relating the learning to the learner's goals
4. Relating the materials to the learner's past experiences
5. Allowing debate and challenge of ideas
6. Listening to and respecting the opinions of learners
7. Encouraging learners to be resourceful to the instructor and to each other
8. Treating other learners like adults
9. Giving learners control

Adults learn best when:

1. They understand why something is important to know or do.

It's not about why a learner is in your classroom, but about why each idea taught them is an important part of the learning.

2. They have the freedom to learn in their own way.

Learners have different ways of learning. There are three general learning styles:

Visual (Relying on pictures), **Auditory** (Listening carefully to all sounds associated with the learning), and **Kinesthetic** (Needing to physically do something to understand it/hands on).

3. Learning is experiential.

Learners should be able to experience what they learning.

4. The time is right for them to learn.

Usually the adult learner is in a learning environment (course/class) when they are ready or need to learn.

5. The process is positive and encouraging.

As an instructor of adult learners, it is important to be positive, patient and encouraging.

Barriers & Motivation to Learning

Unlike children and teenagers, adults have many responsibilities that they must balance against the demands of learning. Because of these responsibilities, adults have barriers against

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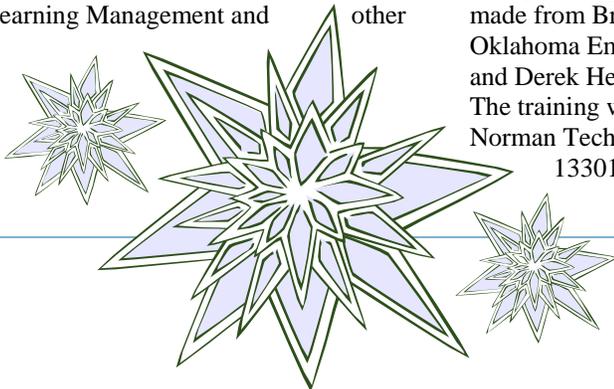
OK Public Human Resources Association's Holiday Training

The Oklahoma Public Human Resources Association will be hosting its last quarterly training for the 2010 calendar year. Everyone is invited to attend this training. This seminar is approved for supervisory training credits. The agenda will include topics on Health Care Reform (Dana Webb from OSEEGIB), Enterprise Learning Management and other

upcoming applications (Stacy Bonner from CORE), Wellness (Miranda Manning from the Employee Benefits Council), Compensation and Benefits Strategies for Coping with Reduced Budgets During Tough Economic Times (Neville Kenning from Hay-Group), also presentations will be made from Brian Gebard from the Oklahoma Employees Credit Union and Derek Helms from SoonerSave. The training will be held at the Moore/ Norman Technology Center, located 13301 S. Pennsylvania, Okla-

homa City 73118 from 8:00 a.m. to 4:00 p.m. The dress is casual attire. This event will be packed with lots of needed up-to-date information. New rules and regulations will begin in 2011 for Health Care Reform, new PeopleSoft applications will go live, and state employee benefits become effective January 1.

Registration fees are \$40.00 for members and \$50.00 for non-members. Please visit www.ophra.biz to register.



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Our mission is to distribute the most current and pertinent training news and to collect information regarding unfulfilled needs for training. We hope to be a source of information for training managers and supervisors throughout Oklahoma.



Adult Learning Continued

participating in learning. Some of these barriers include lack of time, money, confidence, or interest, lack of information about opportunities to learn, scheduling problems, "red tape," and problems with child care and transportation.

Motivation factors can also be a barrier. What motivates adult learners? Typical motivations include a requirement for competence or licensing, an expected (or realized) promotion, job enrichment, a need to maintain old skills or learn new ones, a need to adapt to job changes, or the need to learn in order to comply with company directives.

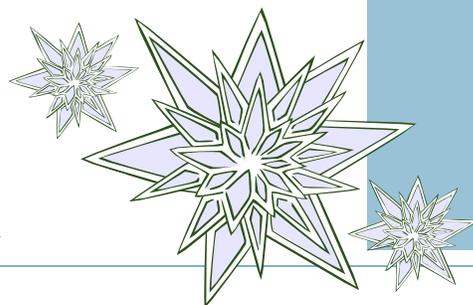
The best way to motivate adult learners is simply to enhance their reasons for enrolling and decrease the barriers. Instructors must learn why their students are enrolled (the motivators), and they must also discover what is keeping these adult students from learning. Then the instructors must plan their teaching strategies.

The critical elements of learning that must be addressed to ensure that participants learn are:

- Motivation
- Reinforcement
- Retention
- Transference

Other things to focus on:

- Curriculum Design
- The motivation to learn
- Learning environment/classroom



Merit Protection Commission Training

MPC will be offering a Continuing Education Course on Resolving Grievances in a Diverse Workforce for Wednesday, December 8th, 2010 beginning at 8:30am to 12:30pm. This course will be taught by Greg Pringle from the OK Department of Transportation and will be held in the OK Department of Wildlife Commission Auditorium. This course is \$100 and registration can be complete at the MPC website: www.mpc.ok.gov or call Carol Shelly at 405-525-9144 for more details.

OK Training Coordinators Council Committees

The following is a list of the current committee members for the OK Training Coordinators Council. There is a great need for more members on each committee as ideas and goals need to be developed for the 2011 year. Each committee will also need to meet outside of the council meeting to achieve these goals. The E-Learning group will be hosting the January 2011 council meeting and have already begun to plan a great presentation for us. Please be on the look out for the date and time of this meeting as emails will be sent out and details will be posted in the January Training Tribute. Also, please contact Crystal Nolen at 405-427-3859 if you would like to be involved in our mission statement development.

Training Tribute:

Ayana Wilkins (DEQ)
Crystal Nolen (DOM)
Wendy Simpson (DCS)
Lisa Hays (REC)
Jeannette Williams (OSEEGIB)

E-Learning:

Glenda Russell (OSCN)
Kim Baker (ARTS)
Anna Jacks (CompSource)
Paula Land (OKDRS)
Dave Olberding (OJA)

Resource Sharing:

Mitzi Bennett (OSBI)
Nancy Harbuck (ODVA)
Tamara Steele (DHS)
Jenelle Turner-Reid (OETA)
Cynthia Zinn (OKHCA)

Curriculum:

Jeff Gifford (OJA)
Jim Bratkovich (OLC)
Craig McElroy (ODH)
Lisa Fortier (OPM)

Reminder of Mandatory Training Requirements

With the end of the 2010 calendar year, now is the time to ensure that all employees have obtained their training requirements for the year. Supervisors are required to have a minimum of 12 hours of supervisory training per year. Affirmative Action Officers and Grievance Managers are required to have a minimum of 6 related classroom hours per year of training. For more information please contact the Office of Personnel Management or the Merit Protection Commission.