I. Adult learning
   a. Adult Learning Styles
      i. Jerrold Apps: Sequential, Practical, Intuitive
      ii. Another style: VARK – Neil Fleming

   b. Adults as Learners: Autonomous, Experienced, Goal oriented, Relevancy-oriented, Practical,
      Your equals – deserving of respect

   c. Adults’ Motivations include: External Expectations, Personal Advancement, Knowledge “for its own sake”

   d. Barriers for Adults include: Time, Money, Confidence, Lack of awareness, Lack of perceived benefit

   e. In practice, adults seek learning in response to a need, prefer focused topics, want to apply the material, need to be able to integrate new with existing knowledge, take fewer risks with age, can offer their experience. You are facilitator of a dialogue

II. Planning a Talk
   A. Know Your Subject
      Yes, you’re the expert, but…
      Ask for specific objectives
      Organize your material; think “telling a story” vs. presenting data
      Organize Your Knowledge: Gather your information, choose a few key points, find evidence for each, think “known to new,” evaluate the need to include!
      Outline strategy - 10% Intro, 80% Body [Key Point, support, support, significance], 10% close
      Establish yourself as the expert

   B. Know Your Purpose
      a. Subject (content) vs. Purpose (what is to be gained)
      b. Understand your own purpose and how it may differ from the audience’s

   C. Know Your Audience: How many, their purpose, background, biases; what materials, what questions?

   D. Know Your Setting: Room size, seating, doors, lights, A/V, distractions

   E. From Outline to Talk:
      a. Single theme
      b. Logical order
      c. Insert transitions
      d. Mark where visuals needed
      e. Limit, don’t squeeze - leave some for Q&A

   F. As you Prepare the Content
      a. How much time, what is truly essential, what is the take home message?

After your talk – revisit, review questions, correct, update