

The Do's and Don'ts of Adult Instruction

Do:

- Introduce yourself and allow time for participant introduction if necessary
- Provide a comfortable learning environment
- Identify commonalities and respect diversity
- Review and know the material prior to presenting it
- Know your audience
- Use limited personal examples related to the topic
- Use plain language and avoid acronyms and specialized terms
- Schedule/provide adequate breaks
- Encourage participation and questions
- Use relevant support materials in a limited capacity
- Learn how to use audio visual equipment prior to start of presentation
- Keep some water nearby
- Project voice, without yelling

Don't:

- Read from the slides or from your notes
- Have more than 4 bullets on a power point slide
- Use profanity or language that can make your audience uncomfortable
- Share too many personal stories or opinions that might be controversial
- Speak too fast or jump ahead in the presentation
- Chew gum or fiddle with other distractions
- Leave your phone ringer/vibrate on
- Rush to make up time
- Lean against the wall or podium

"I never teach my pupils, I only attempt to provide the conditions in which they can learn."

- Albert Einstein