

## Adult learning principles

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**Abstract:** adult education in the local agricultural education program is an essential component of the "total" program. Offering adult education programs helps to keep farmers and agribusiness employees better informed of current trends and provides them with opportunities to learn new skills and improve existing ones. Teaching adults can be very challenging, but also very rewarding. Most teachers would agree that the benefits derived from a successful adult education program in agriculture far outweigh the costs. In addition to the direct benefits to adult participants, the teacher, the school, the community, and the secondary program also benefit from a quality adult education program in agriculture. Adults in agriculture use a number of sources to gain new information that can be used to help them solve problems. Persons employed in agriculture utilize newspapers, magazines, newsletters, radio, television, government publications, internet, and meetings to gather information which can be directly utilized in their business activities. In many communities, the agriculture teacher is the primary source of agricultural information.

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### Introduction:

Successful adult education programs develop and utilize an Agricultural Education Program Advisory Committee to assess the informational needs of adults in the community. Agriculture teachers should utilize the expertise and communications link, which an effective advisory committee provides. Specifically, the advisory committee should be asked to provide advice regarding planning, conducting, and evaluating the adult education program in agriculture. Adult education programs in agriculture should emphasize practical application of the information presented. Topics and information included in adult programs should be provided which fulfill needs of the local community. Providing information which cannot be applied to solve a local problem or address a local issue will generally be viewed as frivolous and over time will result in decreased interest (i.e. participation) in the adult education program. The role of the agriculture teacher should be as a facilitator of the learning process. Most adults reject the traditional teacher-student relationship, which is necessary to maintain in secondary programs. Teachers should be encouraged to view themselves as partners with adult participants in the learning process. The democratic philosophy of shared responsibility for planning, conducting, and evaluating adult education programs distinguishes adult education from secondary education.

A local plan for adult education in agriculture should consist of two major components. Namely, a broad statement of philosophy, goals, and objectives of the

local adult education program, and an annual calendar of program activities.

Adult education in agriculture is important for continued community prosperity, growth, and improvement.

### Principles of Adult Learning

#### 1) Purpose:

The Financial Literacy Foundation has prepared this document to provide education materials developers with information on the key principles of adult learning. It is a short summary of a very broad area of research and advice, prepared with the input of Adult Learning Australia, the national peak body representing organisations and individuals in the adult learning field.

#### 2) NEEDS, WANTS, CONCERNS AND ABILITIES OF YOUR LEARNERS

Assess the needs, wants, concerns and current abilities of the target learners. Each target group will have their own special needs and probably expect different outcomes from undertaking your training program. Common themes you can prepare for are: no-one readily admits to not knowing something fundamental that may impact on their life chances. Therefore program material, particularly that designed for adult learners should always treat aspects of why learners are in the training sensitively. Describe the outcomes expected from the training in positive, enhancing terms and not as redressing a

weakness or failure on the part of the learner. For example, "Undertaking this program will improve (rather than redress a failing) the way you manage your money".

learners may well enter programs like this with poor past experiences of money matters or at least some trepidation about handling personal finances in the future. Recognise this in the program introduction but individual learners should never be required to expose any of their negative experiences in a group. It might seem a good 'ice-breaker' to ask a new group of learners to share what they expect from the program but resist going too far when asking learners to talk about past problems they may have had with finances. Firstly, they may be uncomfortable doing this in a group and secondly you could start the program in a sea of negative views about financial matters generally. A successful program introduction will focus on where the learners will go rather than dwell too much on where they may have been.

Gauge the likely capabilities of your target groups. Overestimating their current skills in dealing with money could mean the program misses fundamental principles and understandings. Underestimating existing knowledge is also not good as plodding through basic material most already are familiar with will bore participants and the full program content will not be assimilated.

above all these target groups will want to be hands on and demonstrate to themselves and their peers that that can do something they could not before the training; and do it well. Let them know right at the beginning that they will be able to do things that will be of great benefit to them, not just know more.

if a target group of learners has had limited positives in their life or work experiences its important to provide small and regular 'success' points in the program. Simply exposing the content and assuming everyone is assimilating it, putting it all together holistically and building up their skills is not enough. The beginning of the program should be designed so that a discrete piece of learning that the learners can use right away builds their confidence to move on. The program should be a series of steps where the learners confirm their progress and reinforce one new skill by relating it to another they can already confidently apply.

many adults and people not regularly engaged in learning fear testing. Many may have had bad experiences of assessment in school and view the practice among peers as stressful. Make sure they understand that what they are in is a life skills program and no-one can 'fail' as such. In fact each can support others in things they do well that fellow learners may need help with so it's a cooperative not competitive environment that they are learning in.

Build in some teamed exercises and assessments to avoid people feeling isolated in their learning and fearful of failure in front of the group.

You need to consider learners with special needs and those who have English as their second language. Reasonable adjustment should be made depending on each individual learner's particular needs and abilities. Your program material should include advice to the trainer on how to determine the need to make adjustments which, depending on a learner's abilities may include:

- providing interpreters for people who are deaf;
- ensuring access, for example by conducting training and assessment in facilities which have ramps for people using wheelchairs and adjustable desks for people with physical disabilities;
- allowing for access of personal assistants or note takers;
- allowing additional time for assessments;
- allowing oral instead of written responses to questions;
- adaptive technology such as screen readers, speech synthesisers, computer software or hardware;
- and,
- assistance with managing stress and anxiety.

### 3) HOW DO ADULTS LEARN?

Your program needs to account for:

- Motivation of the learner;
- Reinforcement of the skills and knowledge being developed;
- Retention of key learning; and,
- Transference of what is learnt to new situations.

**Motivation** - Adults learn most effectively when they have an inner motivation to develop a new skill or gain new knowledge. They resist learning material if it is forced on them, or if the only reason given is that the material will, in some vague way, be "good for them to know." Adults need to know why they are being asked to learn something; and they definitely will want to know what the benefits will be before they begin learning. This means the best motivators for adult learners are explicit interest and self benefit. If they can be shown that the program will benefit them pragmatically and practically, they will learn better, and the benefits will be much longer lasting. Typical motivations include a desire for better handling of personal money matters, say in retirement, wanting a new or first job, promotion, job enrichment, a need to reinforce old skills in say, handling credit or learn new ones, a need to adapt to community changes such as on-line banking and so on. Remember the tone of the program should be motivating. Your program should employ methodologies so that your trainers establish a

friendly, open atmosphere that shows the participants they will help them learn rather than present as 'experts' imparting knowledge. No-one engages well with a trainer/teacher who is just 'showing off' what they know. Financial services have a plethora of jargon and complicated ideas that can put many lay people off. Exposing this sort of terminology and explaining it in simple terms – or deciding whether some of it needs exposure at all – is paramount to keeping your learner's trust and interest.

**Appropriate level of difficulty.** The degree of difficulty of your financial literacy program should be set high enough to expose all the essential elements of the topic and challenge learners to succeed, but not so high that they become frustrated by information overload. Too much financial industry terminology strung together can be a complete turn off for people who may already struggle with the fundamentals – is it really a necessary part of the skills they need?

So start with financial information and techniques that relate directly to the learner's own personal needs and wants. Personal budgeting is always useful and less complicated than say, comparing mortgage options. Don't make what could be a lesser used skill so important in the program it de-motivates the learners and loses their interest.

Motivational reward does not necessarily have to be in the monetary sphere; it can be simply a demonstration of social or workplace benefits to be realised from new financial management skills. Older participants could perhaps learn how to help their children with financial decisions. People could be shown how to utilise better financial planning in a club or society they belong to. Its about improving whole of life experiences not just direct monetary reward. The overall thrust of the program should be motivating and, like all good teaching and learning programs, course material should ensure other key adult learning elements are covered.

**Reinforcement.** As we know reinforcement is a very necessary part of any teaching/learning process. Through it, trainers encourage correct modes of behaviour and performance and discourage bad habits. Your program should use both reinforcement techniques throughout. Positive reinforcement is normally used when participants learn new skills. As implied, positive reinforcement is "good" and reinforces "good" (or positive) behaviour. Negative reinforcement is useful in trying to change bad habits or inappropriate modes of behaviour. The intention is extinction -- that is, the trainer uses negative reinforcement until the "bad" behaviour disappears or the learner understands why past practice is not

beneficial to them. Examples could be ensuring participants always compare different rates of interest available to them before signing up for any new debt (a positive reinforcement) and not considering credit purchases that leave them with no income safety net for unforeseen circumstances (negative reinforcement).

**Retention.** Learners must retain what the program delivers to them in order to benefit from the learning. In order for participants to retain the information taught, they must see a meaning or purpose for that information. They must also understand and be able to interpret and apply the information in their own real life contexts. Understanding includes their ability to assign the correct degree of importance to the material and its application in the future. The amount of retention is always directly affected by the degree of original learning. In other words if the learners did not learn the material well initially, they will not retain it well either. Retention by the participants is directly affected by their amount of practice during the learning. After the students demonstrate they can apply new financial skills, they should be urged to practice in their own time and for their own personal needs to retain and maintain the desired performance.

**Transference.** Transfer of learning is the result of training and is simply the ability to use the information taught in your program but in new settings and contexts. As with reinforcement, both types of transfer: positive and negative should be used in the program approach. Positive transference, like positive reinforcement, occurs when the learner uses the skill learnt in your program. It is very important for any learner's orientation to the new skills they develop that they can practice in their own situations. Using knowledge from financial literacy training to work out the best way to use (or not use) credit in their lives is an important tool that many participants could use immediately. Participants can check how much credit debt they have, what interest they are paying and what alternatives there may be. Negative transference, again like negative reinforcement, occurs when the learners applying the skill do not do what they are told not to do. This also results in a positive (desired) outcome. This means it's important to find out what the participants in your program have been using their new skills for. Check to see if they are applying the techniques properly or whether they have misunderstood a key aspect of the program. Once wrong information is absorbed and used again and again it simply becomes another bad habit that could make financial decision-making worse instead of better.

Transference is most likely to occur in the following situations:

- **Association:** participants can associate the new information with something that they already know. What skills have the learners already mastered that they can bring to bear on better financial planning for example? Perhaps they have a hobby where it is necessary to access information from written materials or the Internet and the same skills could be used to obtain and analyse better financial data to use in their budgeting.

- **Similarity:** the information is similar to material that participants already know; that is, it revisits a logical framework or pattern. Using calendars or electronic planners to plan future holidays, work shifts etc can be transferred to setting up a long-term budget planner for financial payments and income.

- **Critical attribute element:** the information learned contains elements that are extremely beneficial (critical) in personal life or in the workplace. Try to reinforce the importance of aspects of the financial literacy program to the learner's own goals, whether these are in their home life, getting a job or improving their prospects in work they already have. People can even start their own small business ventures if they have the financial skills to work out the costs and benefits first.

### Results:

The local Agricultural Education program has a responsibility to provide up-to-date information, training, and retraining for all adults interested in agriculture.

The goals of the Adult Education Program are:

1. To assist adults in establishing personal and business goals.
2. To enhance the self-confidence and decision making skills of adults in agriculture.
3. To develop agricultural leaders.
4. To maintain the local agricultural knowledge and technology base.
5. To improve the home, living, and business conditions of persons employed in agriculture.
6. To encourage adults to participate in cooperative efforts.

The objectives for the local Adult Education program are:

1. To increase the net farm income of local agricultural producers.
2. To improve the safety practices of adults employed in agriculture in the local community.
3. To educate the public about the significant role in agriculture in the local economy.
4. To encourage the use of practices that protect and conserve natural resources to maintain a good environment for everyone.

5. To assist local producers in the development of marketing plans that are tailored to their individual needs.

6. To assist local producers in developing strategies to make optimum use of agricultural support agencies (e.g. FSA, MO Department of Agriculture).

A comprehensive program of adult education in agriculture includes three major components: (a) organized instructional classes for adults, (b) a Young Farmers/Young Farm Wives Chapter, and (c) Farm Business Management Analysis (FBMA). State Agricultural Education Program standards implemented in 1992 indicate that a minimum of 20 clock hours of organized adult education classes be provided. Many local agriculture programs will far exceed this minimum standard. Salary reimbursement Procedures for "Full Time" and Short Term adult programs are.

The field of adult education and literacy is plagued by confusion about definitions. Over the years definitions have evolved from provisions in federal law and initiatives of groups advocating particular methodologies or the needs of specific adult populations. The result is that definitions tend to merge statements about the goals to be achieved (e.g., improving the literacy of a particular population) with a particular means (e.g., adult basic education) to achieve the goal.

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