



Train to attain & Learn to gain



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Education

Providing knowledge to change attitudes and behaviors.

Goals of Education (Teaching & Training)

***Help learner to:**

Organize new knowledge ;

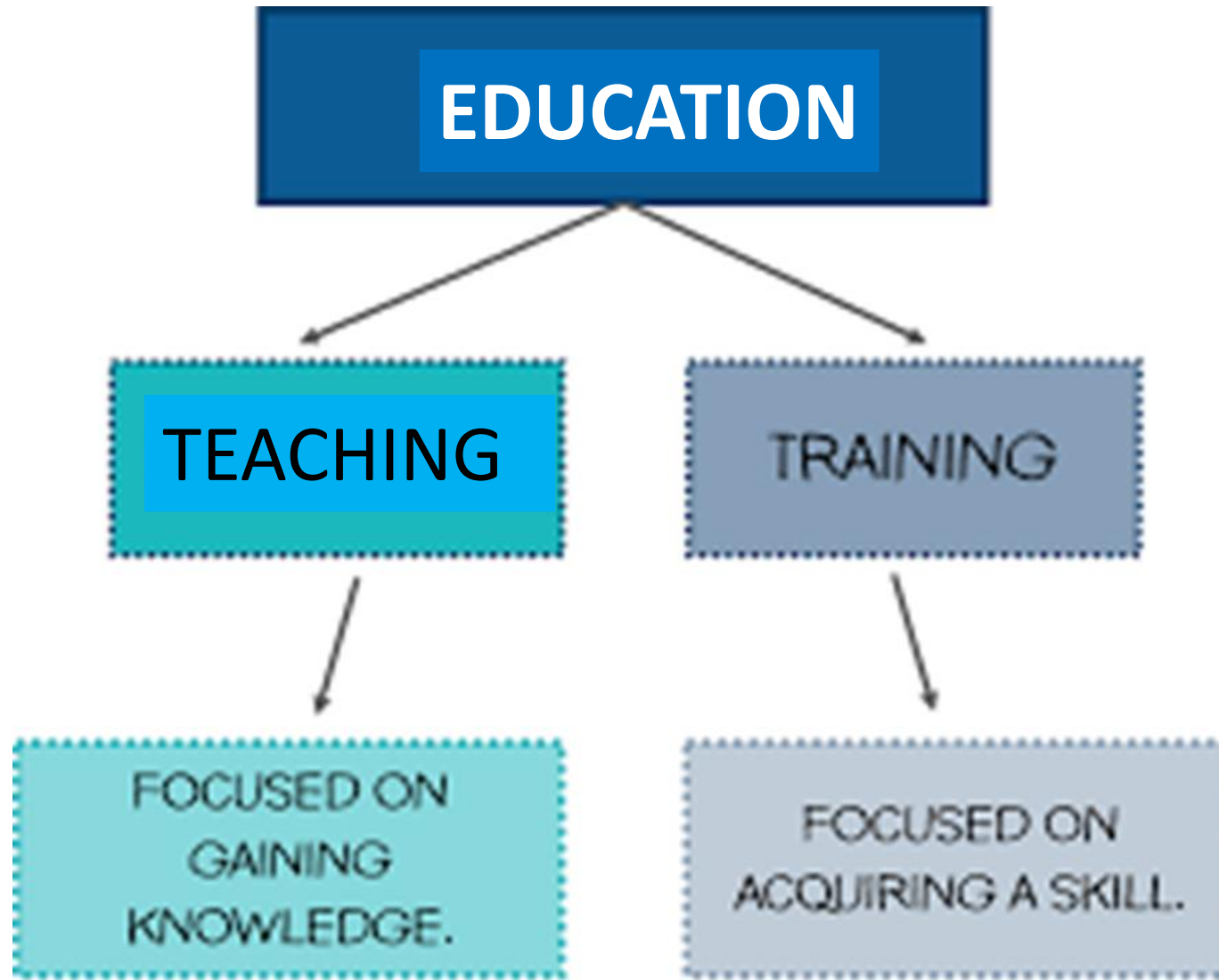
- Identify problems
- Think critically
- Solve problems

***Help adult learner to: improve performance**

Learning

Process of transforming new knowledge into skills, values and behaviors.

It's a means to an end, not an end in itself



Difference Between Teaching and Training



TEACHING



Teaching

Teaching is the theoretical approach to learning.

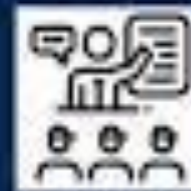


Training

Training is the practical approach to learning.



TRAINING VS TEACHING



TRAINING

- PRACTICAL
- LEARNING BY DOING
- INTERACTIVE
- IMPROVES BEHAVIOUR
- OVERALL DEVELOPMENT
- INVOLVES ACTIVITIES, GAMES, SIMULATION

TEACHING

- THEORETICAL
- LEARNING BY UNDERSTANDING
- MONOLOGUE STYLE
- IMPROVES KNOWLEDGE
- ACADEMIC EXCELLENCE
- INVOLVES LISTENING AND WRITING

HOW TO CHOOSE THE RIGHT TRAINING METHOD

AUDITORY LEARNERS

- Experiential learning
- Lectures
- Group discussions
- Recorded sessions

You find it easier to understand spoken instructions rather than reading

VISUAL LEARNERS

- Graphics-heavy Presentations
- Experiential learning

You learn better by reading and looking at pictures, diagrams and graphs etc.

READ & WRITE (Linguistic) LEARNERS

- Lectures with follow up worksheets
- Experiential learning
- Reading materials

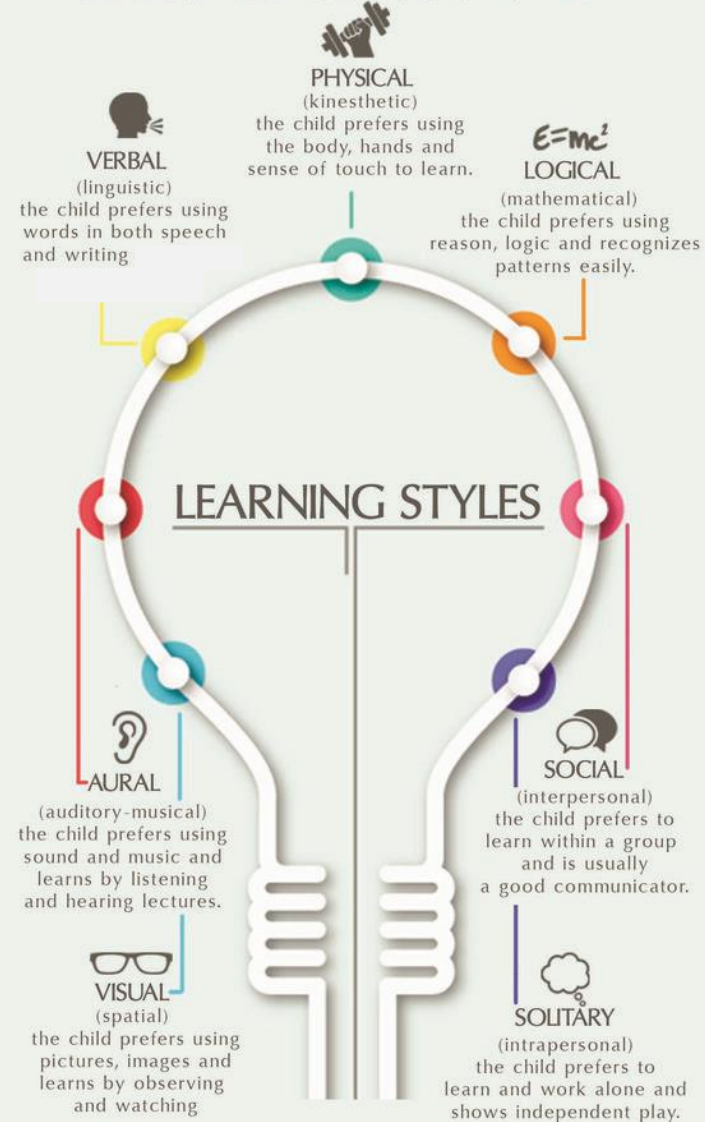
Writing your own notes and highlighting the key points.

KINESTHETIC LEARNERS

- Experiential learning
- Role playing

You learn by doing, touching, moving, ... If you find it difficult to sit still for long periods, you're a physical learner.

THE DIFFERENT STYLE OF LEARNING

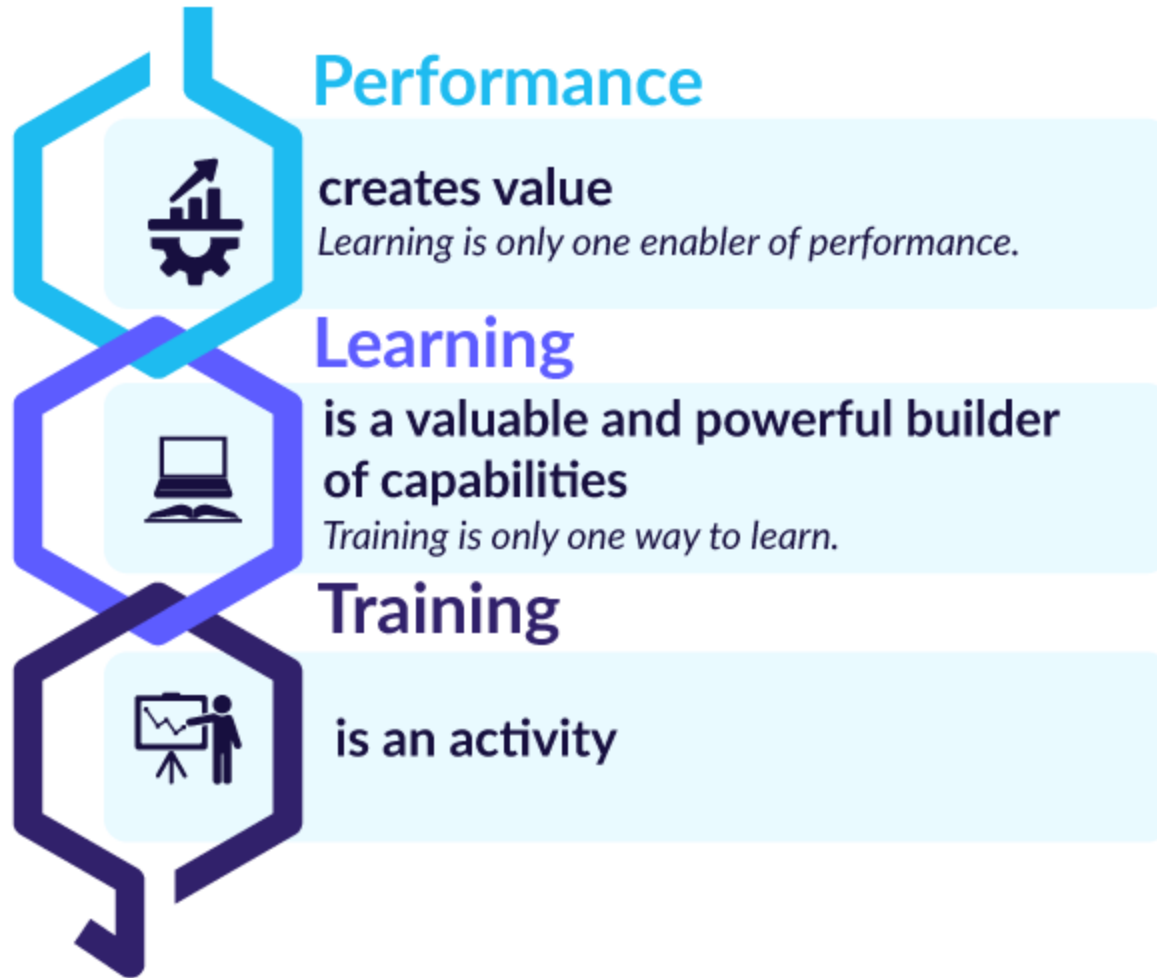


Myth: *"Training courses are way too theoretical and not practical."*

Fact: Training providers have more imagination, when it comes to offering practical, real-world training, that participants can implement in their daily roles. Delivery types include:

- Gamification
- Role-playing
- Virtual reality
- Internships
- On-the-job training
- Simulation
- Specify your requirements to training providers and they will customize training that meets your practical needs.

Training, Learning and Performance



TRAINING vs. LEARNING PARADIGMS

From the outside in,
done by others

TRAINING

Teacher focused
Goal is training
Teacher's expert
Learner's role is passive
Individual
Program driven
Standardized
Linear, sequential
Periodic, as needed
Long term-semester
Classroom located
Memorize information
Feedback- test retention

From the inside out, learner
motivated

LEARNING

Learner focused
Goal is to produce learning
Teacher is coach, facilitator
Learner's role is active
Team/Community/Collaborative
Process driven
Customized
Experiential, relationship based
Continuous, life long
Short term-retreat, seminar
Learning environment
Critical thinking, problem solving
Feedback- test application

Knowles' 4 Principles Of Andragogy (Adult Learning)

Train to Your Audience

Malcolm Shepherd Knowles (1913 – 1997) was an American educator who identified the characteristics of adult learners and created the principles of adult learning theory.

Using the adult learning theory principles that Knowles identified helps you deliver effective training by helping you meet the unique needs of your audience.

These are the principles



#1

Adults need to know why they are learning something.



#2

Adults learn through doing (even if they make mistakes).



#3

Adults are problem-solvers.



#4

Adults learn best when the subject is of immediate use.



Adult learning improves individual knowledge and skill. This in turn can improve organizational performance as learners apply that knowledge directly to their work.

Learning Agility: Building Learning Organizations

Learning agility; learning to learn and unlearn at speed.

“In the new world, it is not the big fish which eats the small fish, it's the fast fish which eats the slow fish.” — Klaus Schwab



Learning Agility a new way to measure Potential

Talents were assessed against two criteria:

Performance and Potential;

The performance is easy to be assessed: you need to define the expected standard of performance, then to track if you have achieved them.

The potential is more tricky to be assessed. Everyone has the potential to do the job. In reality this way to measure potential is quite subjective.

The learning agility has been introduced to replace the old concept of potential. It indicates the ability of to express high performance in a new or unknown situations.

The learning agility considers 5 elements:



THE ANATOMY OF A POWERFUL AGILE LEARNER



WAYS TO LEARN FASTER



SO MUCH TO LEARN, SO LITTLE TIME. LUCKILY, THERE ARE LOTS OF TECHNIQUES YOU CAN USE TO ACCELERATE YOUR LEARNING AND GET MUCH BETTER, MUCH FASTER.



YOUR MIND

FIRST THINGS FIRST, GET YOUR BRAIN FIRING ON ALL CYLINDERS WITH THESE CLEVER LEARNING TACTICS.

BRAIN WARM-UP

1

Just like your muscles before a workout, your brain needs warming up before a learning session in order to wake up and function properly.

TOP TIP:

DO QUICK MENTAL ACTIVITIES

such as counting backwards to loosen up your mind.



CREATE A LEARNING AGENDA

2

Structuring your learning time can help organize your mind, align your goals and reduce stress.



TOP TIP:

CREATE A LEARNING TIMETABLE,

scheduling time for learning as well as relaxation in manageable chunks.



USE MULTIPLE LEARNING METHODS

3

A study by Judy Willis suggests that *"The more regions of the brain that store data about a subject, the more interconnection there is."* So using more than one learning method helps us retain more information.

TOP TIP:

COMBINE LEARNING METHODS

for the same subject. Listen to a podcast, examine a diagram and talk to a friend about your learnings.



BUILD UP PRACTICAL EXPERIENCE

4

Building practical experience of the subject into your daily life can boost and improve your learning.

TOP TIP:

SEARCH FOR WAYS TO APPLY YOUR NEW SKILLS

in everyday life i.e. if you want to improve your writing, start a blog. Or, if you're trying to learn a trade, search for work experience opportunities.



DO ONE TASK AT A TIME

5

Research suggests that multi-tasking can actually hinder the learning process, so you should try to focus on one task at a time.



TOP TIP:

DO QUICK MENTAL ACTIVITIES

such as counting backwards or playing rhyming games to loosen up your mind and make you more receptive to new information.



TEST YOURSELF REGULARLY

6

Studies have highlighted higher information retention rates in those who regularly self-test compared with those who don't.

TOP TIPS:

LOOK FOR ONLINE QUIZZES

or memory tests in your chosen subject area to test your knowledge.



REWARD YOURSELF

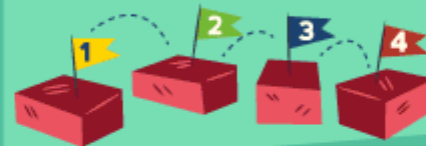
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Research suggests that reward motivation improves memory function through the release of dopamine in the brain, meaning little incentives can go a long way.

TOP TIP:

SPLIT YOUR LEARNING SCHEDULE INTO CHUNKS

and reward yourself with a break or a tasty treat after completing each one.



DON'T BE TEMPTED TO CRAM

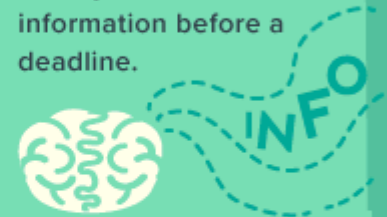
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Studies show that spacing out your learning and reviewing information periodically is better for retaining information for longer, whereas cramming is only mildly effective in the short-term.

TOP TIPS:

GIVE YOURSELF PLENTY OF TIME

to fully absorb the information before a deadline.



SET YOURSELF REMINDERS

to review certain topics on multiple occasions.



TAKE REGULAR BREAKS 9

Taking short but regular breaks has been shown to help keep your brain focused on the task at hand.

TOP TIP:



SET AN ALARM

to go off every 30-45 minutes and take a 5-minute break from what you're doing, and don't be tempted to skip any.



TRY A BRAIN TRAINING PROGRAM 10

The internet is full of programs that can help you 'train' your brain from the comfort of your own sofa, and many are clinically proven to improve memory and recall speed.

TOP TIP:



SIGN UP FOR PROGRAMS

such as BrainHQ or use apps like Lumosity for daily brain exercises.



TURN WORDS INTO IMAGERY 11

Learning experiments have shown that imagining clear visual images can help with memorizing short pieces of text.



TOP TIP:



TRY RE-IMAGINING

a sentence or scenario as a memorable journey with multiple, key events in order to memorize it.

VARY YOUR SESSION

12

Research suggests that varying your study sessions can prevent your brain from switching off and keep the session interesting.

TOP TIPS:



SET YOURSELF A TARGET

to have looked at a certain number of different topics in one day.



AFTER EACH

of your 5-minute breaks, pick up a different topic.



TEACH OTHERS

13

Teachers have reported that teaching something to other people is one of the best ways of learning something.

TOP TIPS:



TRANSLATE

what you've learned into your own words to make sure you understand it.



ASK FAMILY

or friends if they'd be happy to act as student guinea pigs.



PAY ATTENTION TO YOUR SURROUNDINGS

14

Studies show that unsuitable surroundings can negatively impact upon how well you learn and retain information.

TOP TIPS:



MAKE SURE

your learning environment is clean, tidy and at a pleasant temperature.



GO SOMEWHERE NEW

such as a café or a different room in the house for a change of scenery.



TRICK YOURSELF INTO ENJOYING A TASK

15

Many studies have shown that simply faking a smile can positively affect our emotions, so applying this to learning can help make it a positive experience.

TOP TIP:

MAKE YOURSELF LAUGH

or smile while attempting a learning task, or ask others to join in to create a more positive experience.



USE MNEMONIC DEVICES TO COMPRESS INFORMATION

16

Mnemonic devices such as acronyms, rhymes or creating diagrams compress information and make it easier to digest and memorize.



TOP TIP:

TRY DIFFERENT MNEMONIC METHODS

of summarizing and compressing information and test yourself to see which one works for you best.

YOUR BODY

SO YOU'VE FINE-TUNED YOUR MENTAL EFFORTS, BUT IT DOESN'T STOP THERE. TAKING GOOD CARE OF YOUR BODY CAN ALSO BOOST LEARNING.



GET REGULAR EXERCISE

17

Studies show that getting just 15 minutes of exercise can improve your memory and the ability to think clearly.

TOP TIP:

IF YOU'RE STRUGGLING TO CONCENTRATE,

try going for a brisk walk or doing a short gym workout to help clear your mind.



GET PLENTY OF SLEEP

18

Scientific research has shown that a lack of sleep can negatively affect brain function and cause you to make more errors in daily tasks.



TOP TIP:

SET YOURSELF AN APPROPRIATE TIME



where you agree to stop working and get a good night's sleep, otherwise your learning ability and memory skills will suffer.

SOCIALIZE & SHARE

Talking about your thoughts and learnings with others has been known to help people process and understand their thoughts.

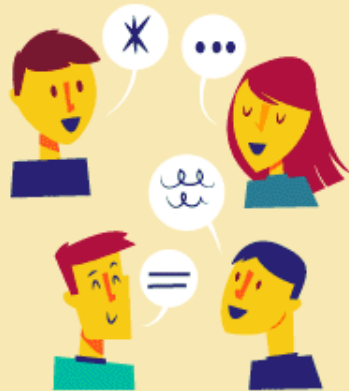
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TOP TIPS:



AT THE END OF A LEARNING SESSION,

spend some time chatting with friends and summarizing your day.



ORGANIZE A STUDY GROUP

to help each other stay focused and discuss findings.

EAT MORE CHOCOLATE - YES, REALLY

20

Eating dark chocolate makes your brain produce dopamine, a chemical that aids faster learning and memory.



TOP TIP:



IF YOU'VE GOT A DIFFICULT TASK AHEAD,

eat a few squares of dark chocolate that contains at least 70% cocoa – but don't overdo it!

MEDITATE

Scientific studies show that meditation can improve your attention span, making learning sessions even more productive.

21

TOP TIPS:



LEARN TO MEDITATE



BEGIN

each learning session with a period of meditation.



CONSUME MORE OMEGA 3 FATTY ACIDS

22

Foods rich in Omega 3 fatty acids have been shown to help the brain control learning and memory functions.

TOP TIP:



EAT OILY FISH

such as salmon and mackerel, and snack on walnuts, peanuts and pumpkin seeds through the day.



DRINK MORE WATER

23

Staying hydrated has been shown to boost your brain's responsiveness and mental processing ability..

TOP TIPS:



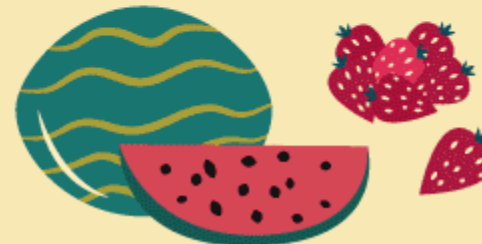
BUY

an easily portable water bottle and keep it topped up at all times.



EAT MORE FRUITS

like watermelon and strawberries; they're also full of water.



DO YOGA

24

People who practice yoga report fewer cognitive mistakes such as errors in memory or perception, compared with those who don't.

TOP TIPS:

INVEST IN A YOGA MAT

and spend some time learning basic yoga routines.



USE APPS

5 Minute Yoga



TAKE UP A NEW HOBBY

25

Picking up hobbies that are unrelated to your learning topic can help your brain process what it has learned and can also increase the brain's grey matter.



TOP TIP:

TRY TAKING UP AN ACTIVITY

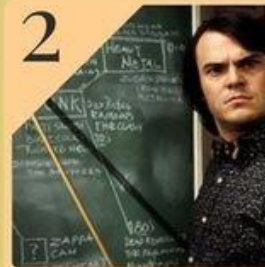
that requires a lot of concentration such as learning to play a new musical instrument

THE FEYNMAN TECHNIQUE FOR LEARNING



Write

Write down everything you know about the topic on a notebook page, and add to that page every time you learn something new about it.



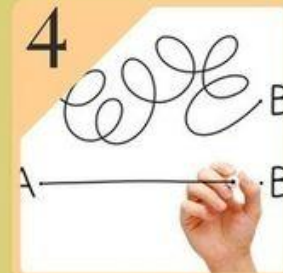
Explain

Make sure you're able to explain the topic in simple terms.



Fill the gaps

The gaps in your knowledge should be obvious. Revisit problem areas until you can explain the topic fully.



Simplify

Repeat the process while simplifying your language and connecting facts with analogies to help strengthen your understanding.

Marzano's 9-Effective Strategies to improve learning



6

Cooperative Learning

Research shows that organizing students into cooperative groups yields a positive effect on overall learning.

7

Setting Objectives and Providing Feedback

Set objectives that are adaptable to student learning goals and provide feedback toward those goals.

8

Generating and Testing Hypothesis

Have students predict and test hypothesis and explain the outcomes.

9

Questions, Cues, and Advance Organizers

Use questions, cues, and advance organizers to help students tap into their background knowledge to make sense of information.

References

Marzano, R. J., Pickering, D.J., & Pollock, J.E. (2000). Classroom instruction that works: Research-based strategies for increasing student achievement. Alexandria, VA: Association for Supervision and Curriculum Development.

Marzano, R. J. (2003). What works in schools: Translating research into action. Alexandria, VA: Association for Supervision and Curriculum Development.



LEARNING UNLIMITED

{literacy} resources. audits. consulting.

learningunlimitedllc.com

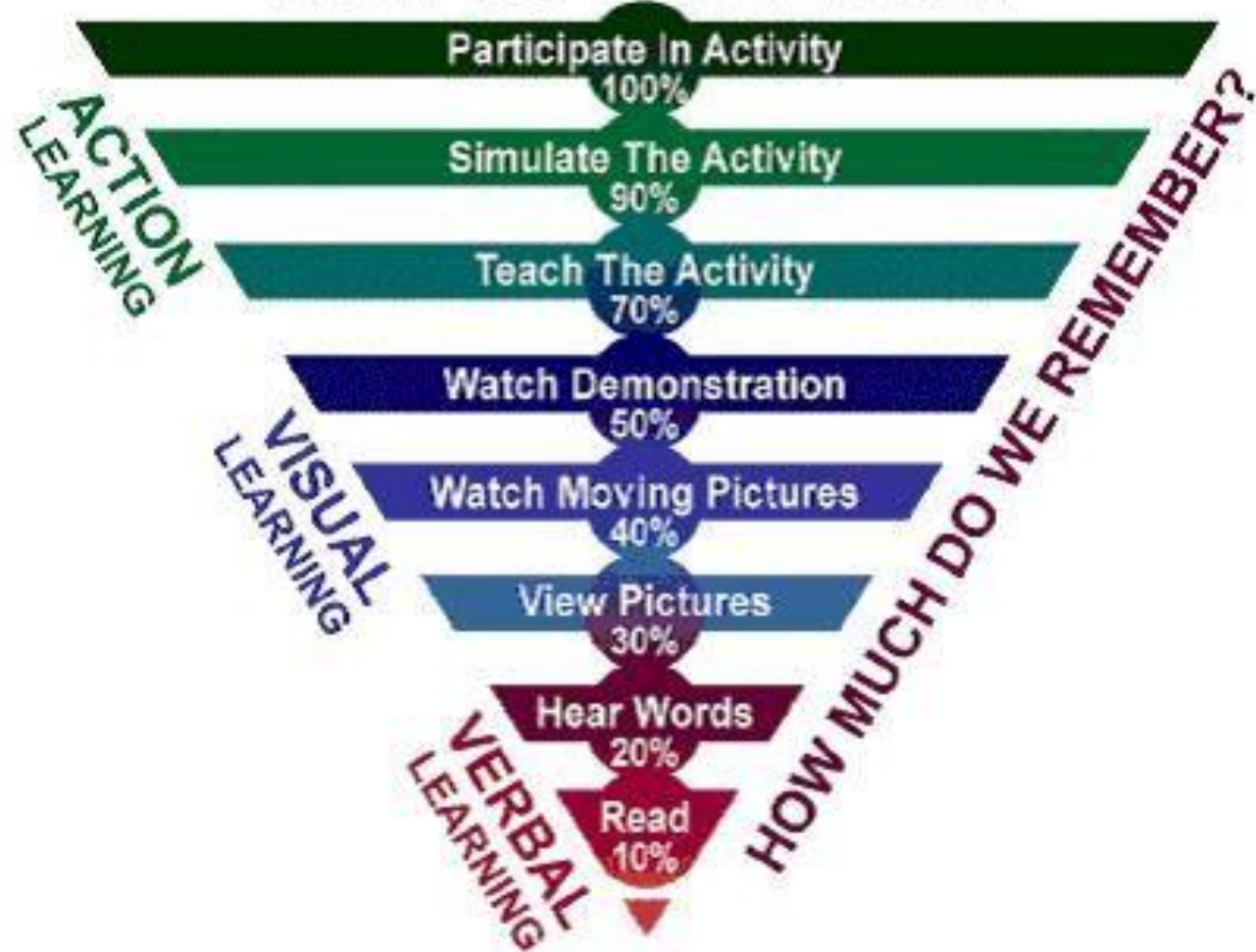
LEARNING PYRAMID

HOW WE LEARN



A COMBINATION OF LEARNING
METHODS IS KEY FOR RETENTION &
RECALL

HOW DO WE LEARN?



Online Training



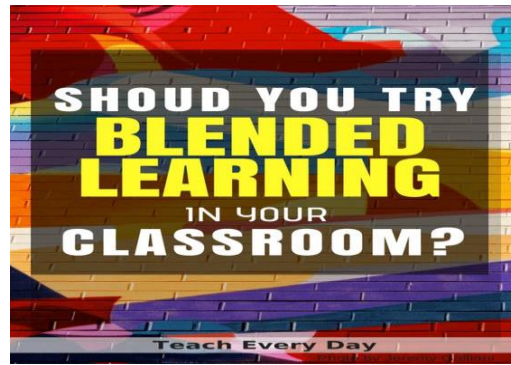
Online Training

- Online Training - Also known as computer based training, distance learning, or e-learning, it is a form of instruction that takes place completely on the internet.
- It involves a variety of multimedia elements; graphics, audio, video, and web-links.
- Online training is up to 25 quicker and shorter, as compared to traditional classroom training.

Benefits Of Online Training.

- Time Saving
- Money Saving
- Flexible
- Engaging Learning Material
- Updated Content
- Eco-friendly
- Easy to Use



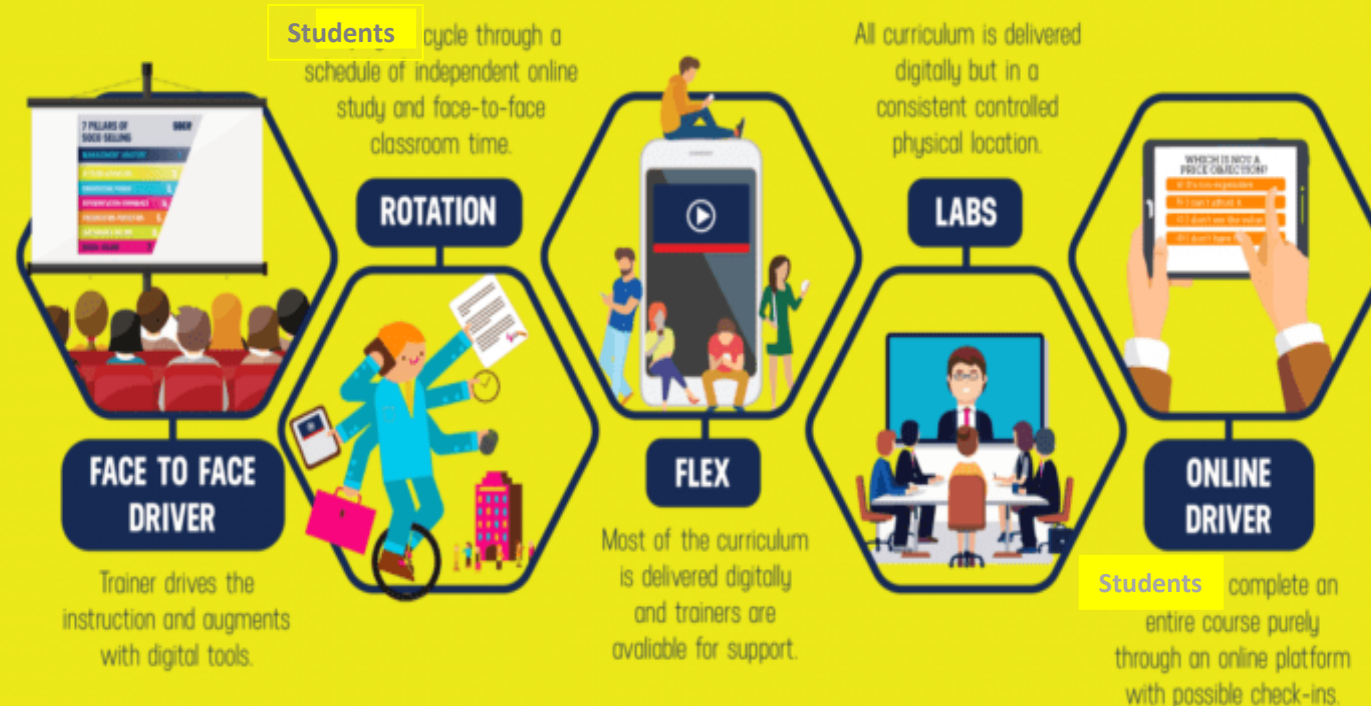


What is blended learning?

- The Oxford Dictionary defines blended learning as “*a style of education in which students learn via electronic and online media as well as traditional face-to-face teaching*”; it combines both classroom and online education.
- Today, it is often replacing traditional live face-to-face training with live virtual training, delivered through video conferencing software.



5 WAYS TO IMPLEMENT BLENDED LEARNING

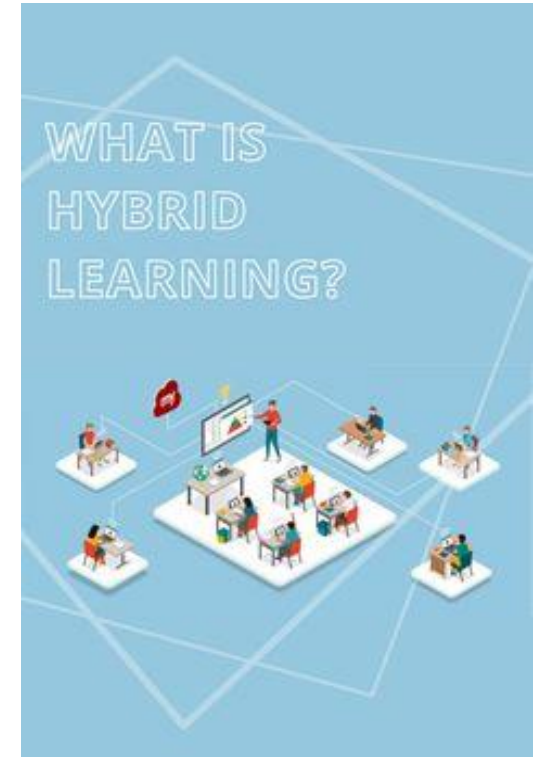


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What is Hybrid Learning?

- Hybrid learning is an educational model where some students attend class in-person, while others join the class virtually from home. Educators teach remote and in-person students at the same time using tools like video conferencing hardware and software.
- Hybrid learning is synchronous learning that teaches both in-person and online learners simultaneously.
- An effective hybrid-learning strategy involves four steps; understand and envision, decide and design, enable and execute, and monitor and adjust.



What is the difference between hybrid and blended learning?

Hybrid learning and blended learning are often used interchangeably.

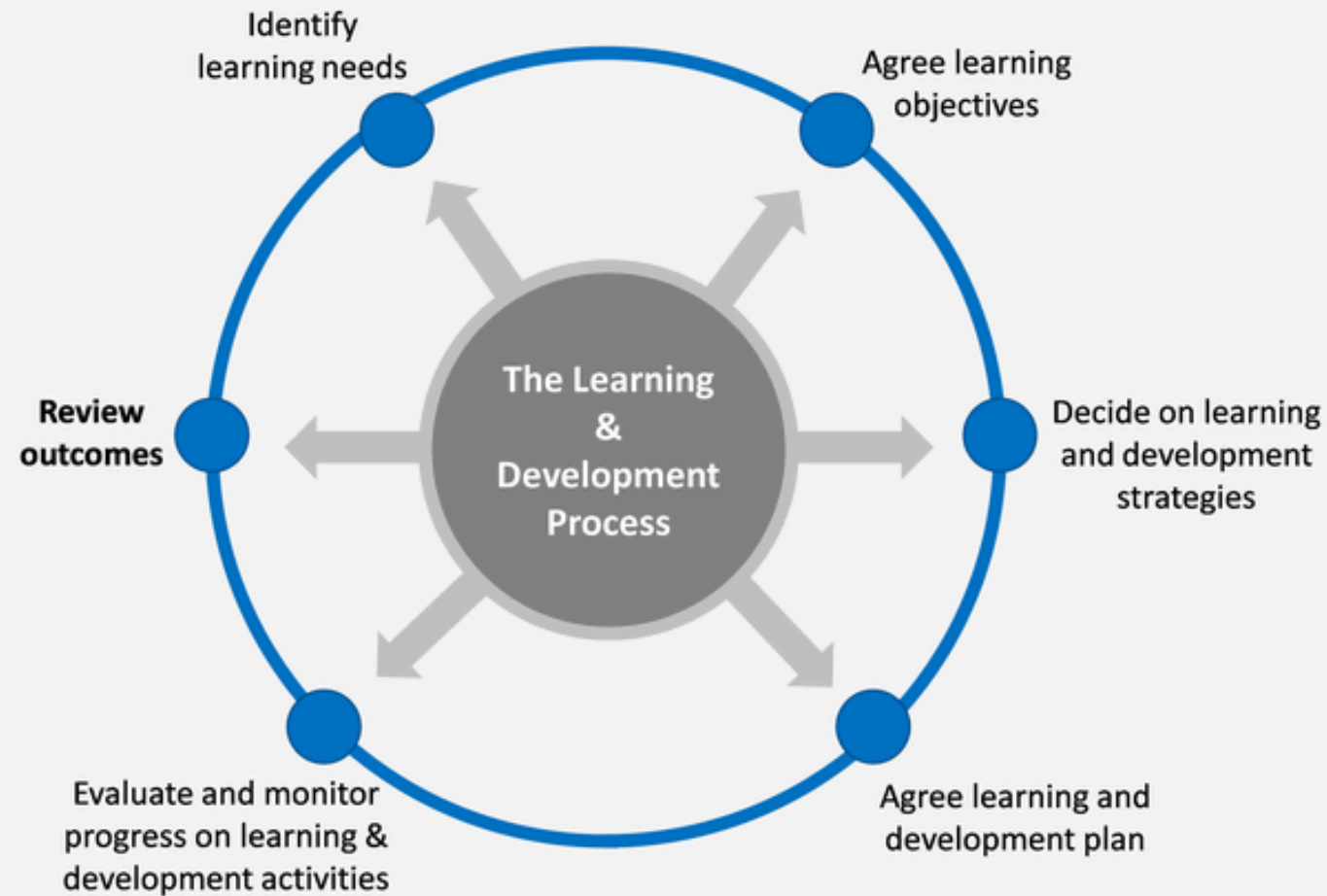
While there are more similarities than differences between the two, hybrid learning focuses on combining offline and online education, while blended learning is about mixing all learning possibilities, regardless if they are offline or online.

Learning and development

Learning and development aims to improve group and individual performance by increasing and honing skills and knowledge. Learning and development forms part of an organisation's talent management strategy and is designed to align group and individual goals and performance with the organisation's overall vision and goals!

LEARNING AND DEVELOPMENT

The Learning & Development Process



THE REAL ROAD TO SUCCESS



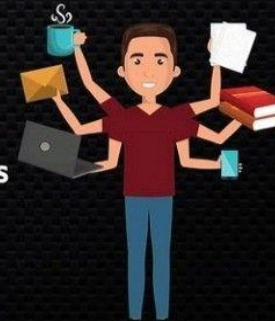
SUCCESS IS NOT WHAT MOST PEOPLE SAY. IT'S SUM OF UPS AND DOWNS, DEPRESSION, DOUBT AND **INSANE PERSISTENCE**.



BUSINESS
MORAL

HABITS OF LUCKY PEOPLE

- 1) HARD-WORKING
- 2) OPTIMISING AND INSPIRATIONAL
- 3) SHARE KNOWLEDGE
- 4) SHOWING UP ON TIME
- 5) ALWAYS LEARNING
- 6) PRACTICE GRATITUDE
- 7) UNSELFISHLY PROMOTE OTHERS
- 8) ALWAYS GIVING
- 9) SOLVE PROBLEMS
- 10) APPRECIATE OTHER'S WORK



BUSINESS
MORAL

REMEMBER...

- 1 It's ok to have a bad day
- 2 It's ok to make mistakes
- 3 set back is not failure
- 4 It's ok to take a break
- 5 Nothing is perfect
- 6 You are stronger than you think you are
- 7 Asking for help is strength
- 8 Small steps are also progress

How are you
feeling today?



SO....Pls **Keep Training to attain & learning to gain**

