# Training Program Design

Attendees: Jim Coen

1. Learner Profile

* Mature learners over 55 years age.
* May have some trepidation about technology
* Have desire to engage and interact with other learners
* Prefer a ‘fun’ learning environment
* Have personal experiences that can become part of the teaching
* “Adults use their life experiences as a scaffolding for learning. They tend to learn more through discussion and problem solving than through passive listening”[[1]](#footnote-1)

1. Training Objectives – Zoom User

* Able to activate a zoom account.
* Can sign in to zoom account.
* Can update personal profile
* Can distinguish between zoom web and zoom download app.
* Knows how to join a zoom meeting and understands the use of the mute button

1. Training Syllabus

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topic | Talk | Demonstration | Practice | Total |
| Activate account |  |  |  |  |
| Sign in |  |  |  |  |
| Update profile |  |  |  |  |
| Web and app |  |  |  |  |
| Meeting |  |  |  |  |

1. Training Program

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Topic | Method | Duration |
|  | Activate account | Talk | 1min |
|  | Activate account | Demo | 1min |
|  | Activate account | Practice | 1min |
|  | Sign in | Demo | 1min |
|  | Sign in | Practice | 1min |

1. Columbia University School of Professional Studies [↑](#footnote-ref-1)