**"LIFE-LONG LEARNING" - TRAINING MATERIALS**

Lifelong learning is a "continuous, voluntary and motivated" pursuit of knowledge for personal or professional reasons. Therefore, it not only improves social inclusion, active citizenship and personal development. There is no one reliable method to learn how to permanently acquire new knowledge. There are, however, some areas that need to be ensured to make it possible to enter lifelong learning. Development of basic and important skills at work.

**Rules that have to be followed, to keep learning constantly:**

1. Value your time - watch out for so-called "time consumers". Reducing the time of watching TV by one hour a day gives us seven hours more a week to increase our knowledge.
2. Follow those who are better than you (in specific field) – reproducing good practices is a way, which lead you effectively to success
3. Fast reading learning – familiarizing with fast reading techniques will help to absorb more information in shorter time
4. Use of personal contact - no source will replace the possibility of deriving knowledge from the expert personally. The opportunity to ask questions that arise while acquiring knowledge is priceless.

1) Openness -   maintaining the conviction that we still know too little. Ask, familiarize, analyze the information which surround us, so as not to lose the curiosity, which determines the process of learning throughout life.

2) Readiness to learn - learn from everything that surrounds us. Filter the incoming information in such a way that you do not miss any valuable information and be aware that everything, even talking to someone can be rich in knowledge and experience that we can use.

**LEARNING STYLES**

**Exercise 1)**

- What was difficult in acquiring information?

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- What made remembering easier?

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- What was missing and what made it easier to understand the message?

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- What distracts them and what allows them to focus ? …………………………………………………………………………………………………………

**CONCLUSIONS**:

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**REMEMBER!**

• Attention and concentration are strictly connected.

**• Without attention we cannot say about concentration.**

• We can get information with attantion, not being concentrated on the information (e.g. phone conversation during riding a car)

• Our habits often determine, where we can concentrate

**LEARNING STYLES**

**Visual learner** - a person who prefers to think with images than with words, so he also prefers to learn visually. Maps, charts, graphs, diagrams, drawings and other visual elements are a form of information transfer that will allow him to remember the transferred content faster. Everything around that is distracting, can be distracting to him, so during learning, it's important that the elements around are ordered.

Important for visual learner in life long learning is:

* Focus on the purpose of the lesson - creating ideas and associations related to the topic. Thanks to such preparation of the topic, learning will be more effective and will facilitate the connection of new messages with those that were assimilated earlier.
* Keeping attention - you should choose one permanent place to study and organize it so that it does not distract.
* Visual tips - remembering the learning context will help in learning the information. For a viewer, it will be effective to combine visual cues related to the topic with something specific to the person to help remember information.
* Independent or open issues - will engage your cognitive resources for better remembering. Issues that are based on a problem or case analysis allow the learner to demonstrate activity related to the material being taught. It can process, modify and improve them, which will result in faster and more accurate knowledge creation.
* Various forms of material presentation - the use of diagrams, drawings and diagrams, illustrations, boards, posters or newspapers that present information in an orderly and logical manner, highlighting the most important information (in color, underlining, and bold), are stimuli that are visually appealing, which means that the presented information will be better remembered.
* Eye contact - as a visual contact, remember to maintain eye contact with the sender of the message. On the other hand, the sender of information should remember this because by maintaining eye contact with the recipient he is able to control whether the issue is understood.

**Listener** - is a person who learns best when he hears information. Lectures, group discussions, speaking, debates is the form of information exchange that he prefers. Effective learning by the listener is favored by silence, so that excessive auditory stimuli do not distract their attention. Their good memory distinguishes them from the content of conversations, proper names, nursery rhymes, music and sounds. It will be difficult for him to read maps, charts or tables when they are not discussed.

Important for the lifelong learning of the listener is:

* Checking if the learner understood the information provided - the easiest way would be to try to repeat what the speaker said
* Learning objective - a point as important as in the case of visual learners. Understanding the purpose of learning allows you to develop a positive attitude to the material, and this in turn facilitates the combination of acquired knowledge with existing knowledge, which significantly affects the durability of the information stored
* Activation of knowledge transfer methods - proposing a form adapted to the recipient, e.g. debates, discussions, will help to focus attention and remember even more.
* Group work - in the case of students, a very effective way of learning is group discussing the topic. In addition, group work develops social competences and shows the level of knowledge of the individual against the background of the group.

**Kinesthetist** - it is the person who most effectively learns by doing something. The knowledge that is absorbed the fastest is knowledge derived from experience, examples of exercises. A good way to transfer knowledge in a manner adapted to kinesthetics are demonstrations, videos, reference to the real world, case study or exercises that allow the application of freshly acquired knowledge in everyday life. Learners kinesthetics realize themselves by doing, and not by thinking about the task before it starts, which often causes a lack of proper preparation, but also teaches the art of improvisation.

Important for the lifelong learning of the kinesthetics is:

* Different working methods - the use of various methods that stimulate activity, i.e. group work, role-playing or lessons in the field, will allow the kinesthetist to acquire knowledge in the most effective way possible for him
* Focusing - because kinesthetics find it difficult to hold attention for a long time, it will be helpful to divide the work into short stages, and taking notes, writing key words, drawing pictures will allow gathering new knowledge into one logical whole

**CONCLUSIONS**:

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**Issue I - ……………………………………………………………….**

**Presentation of methods tailored to:**

1. **Visual lerner**

* A
* K
* K

1. **Listener**

* A
* K

1. **Kinesthetisth**

* A
* K
* K

K

**Issue II - ……………………………………………………………….**

**Presentation of methods tailored to:**

* **Visual lerner**
* A
* K
* K
* **Listener**
* A
* K
* **Kinesthetisth**
* A
* K
* K

**„TOWER”**

**Exercise 2)**

- How was the work doing in Group I, II, III?

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- What has affected the differences?

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- To what extent has the observation of the work of earlier groups made the work easier?

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- What was the process of planning work in each group?

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**CONCLUSIONS**:

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**Learning through perception of other people's behavior** - new situations and life experiences are part of the lifelong learning process. Thanks to them it becomes possible to acquire, change and shape abilities in a specific way

Behaviors observed in other people are :

* analyzed,
* organized,
* interpreter

the attention is concentrated on acquiring as much information as possible.

Adult learning relies heavily on :

* imitation
* observing the behavior of others

We duplicate effective ways of behaving, working, studying, selling or functioning in society. A lot of valuable information escapes us in acquiring knowledge from others through unfavorable conditions for assimilation. An effective process of perception is necessary so that the resources of attention can fully focus on the absorption of what is new and necessary. Human applies specific structuring rules that allow the efficient and effective course of the perception process, but he is often unaware. We can help ourselves to acquire knowledge, creating the right environment for it. Important factors in the process of acquiring new information:

**Observed human behaviorI**

**Do not make people are afraid of you and do not**

**let yourself be indimidated.**

The brain under stress only thinks about survival, and the thought functions of the higher  
rows are disturbed.

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**Advantage**

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**Observed behavior of people II**

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**Advantage**

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**Observed human behaviorIII**

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**Advantage**

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**NOTES**:

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