



Lifelong Learning –

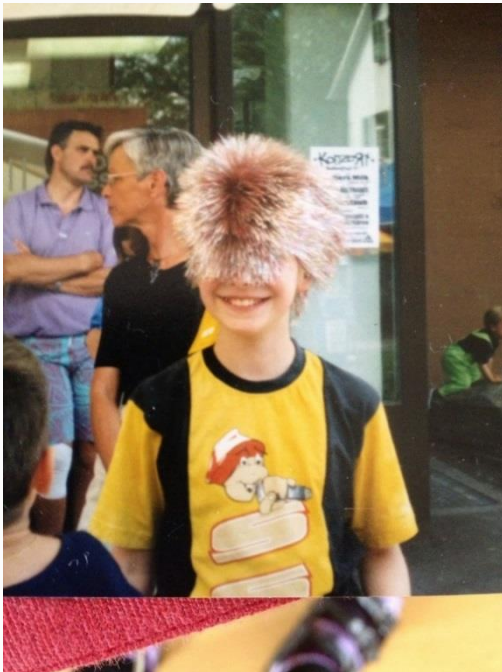
How to Implement the Follow-up in Your Daily Context

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Before we start



Where do we want to go?

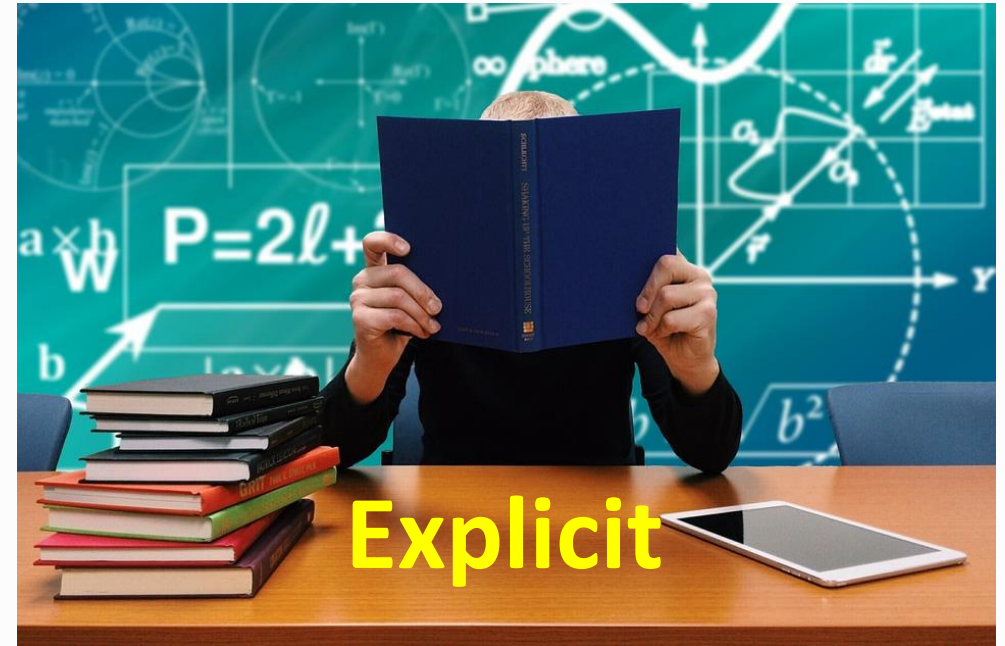
- Action
- How to create an action plan
- Learning

Learning means changing!

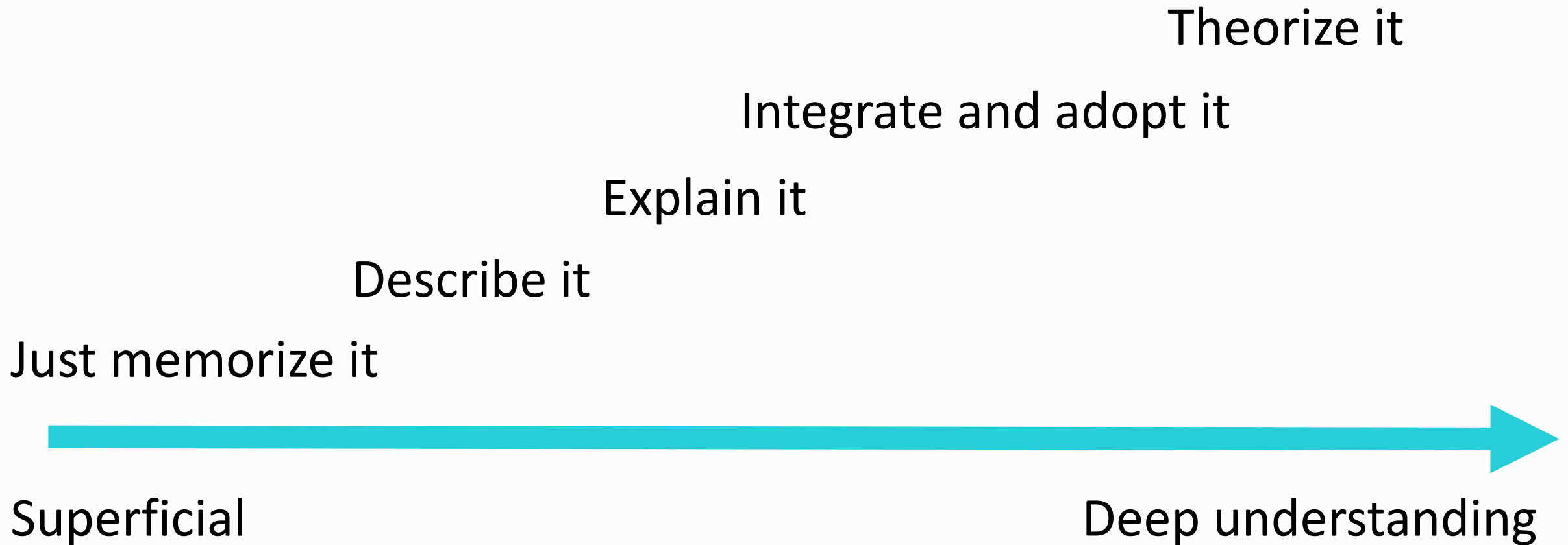
- Learning is a complex process of changing behavior
- Enables you to do things differently
- Improve your learning skills
for a better transfer



There are two types of learning



...and 5 Different levels of learning



It's possible to learn in every age!

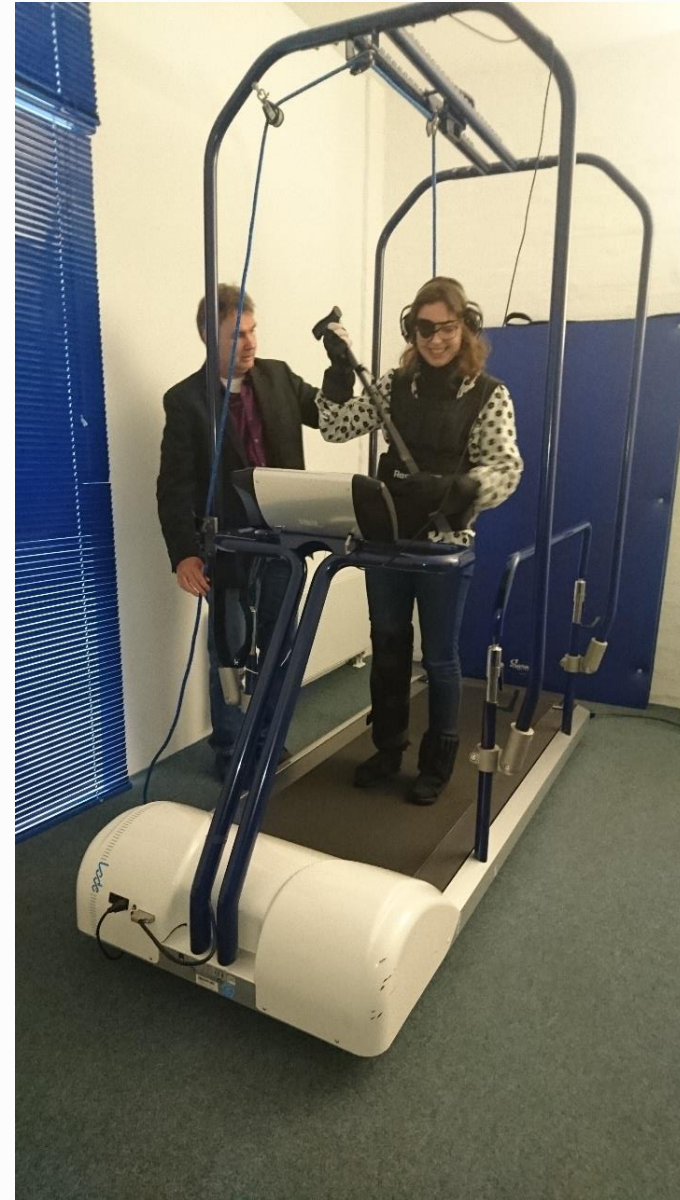
- Some people in their 40s say:

„You can't teach an old dog new tricks“

- Elderly people need more time
- Brain activity decrease from the age of 60 on
- BUT: compensation mechanisms

Compensation mechanisms

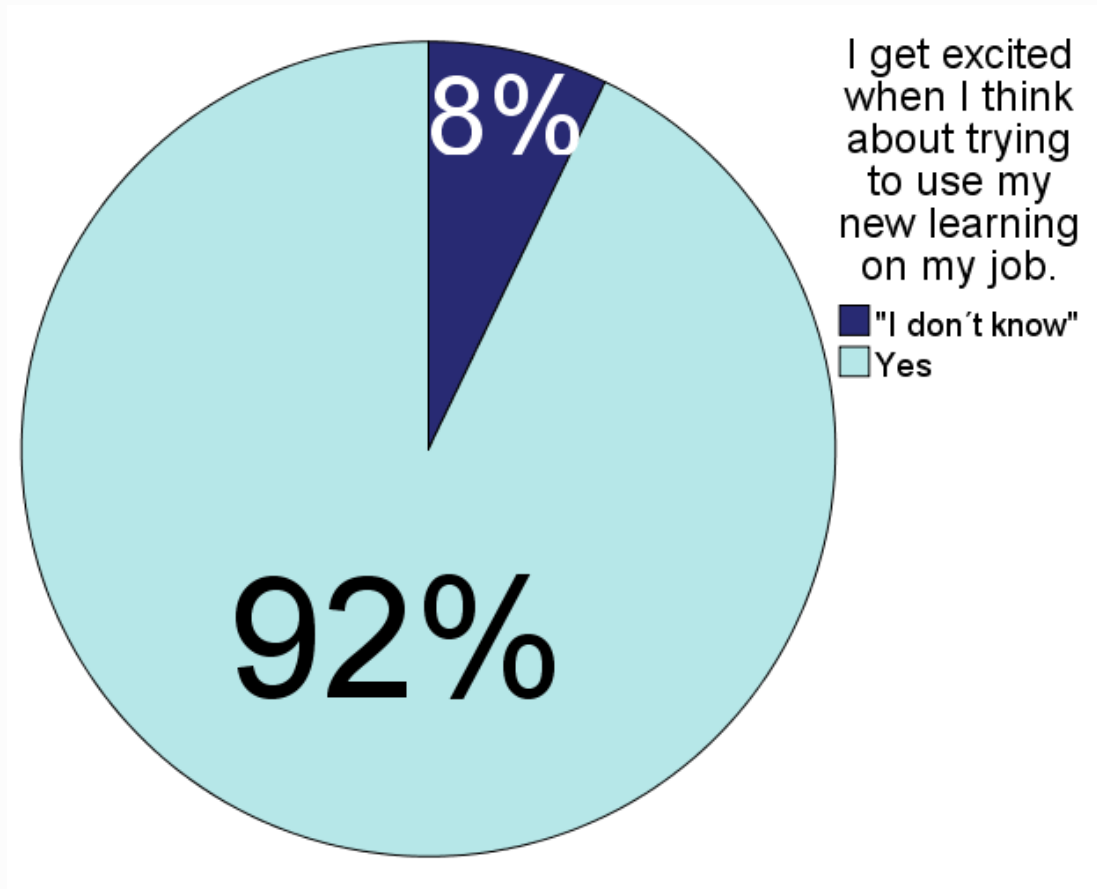
- Using other parts of brains
- Experience
- Different strategy for decisions
- Wisdom



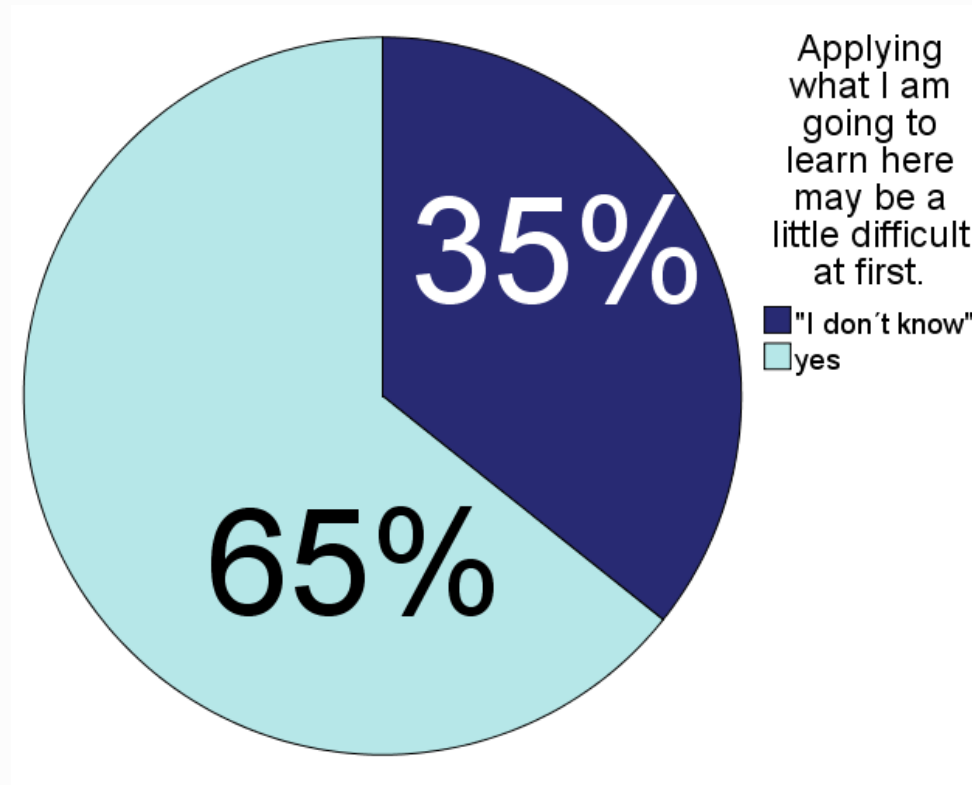
Where do we want to go?

- Action
- How to create an action plan
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You want to apply what you have learned




But you expect it to be difficult at first



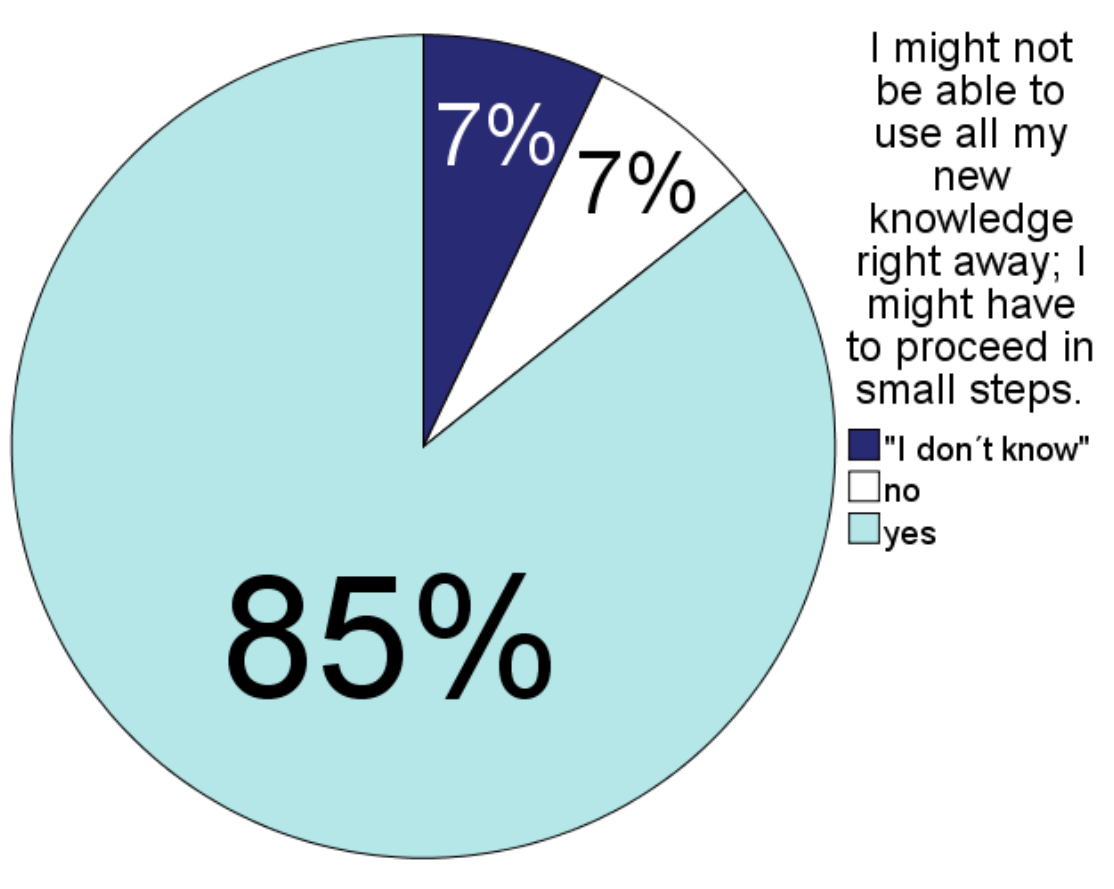
Exercise 1

What is the problem?

Why is it so hard to transfer
our new knowledge to our
daily context?

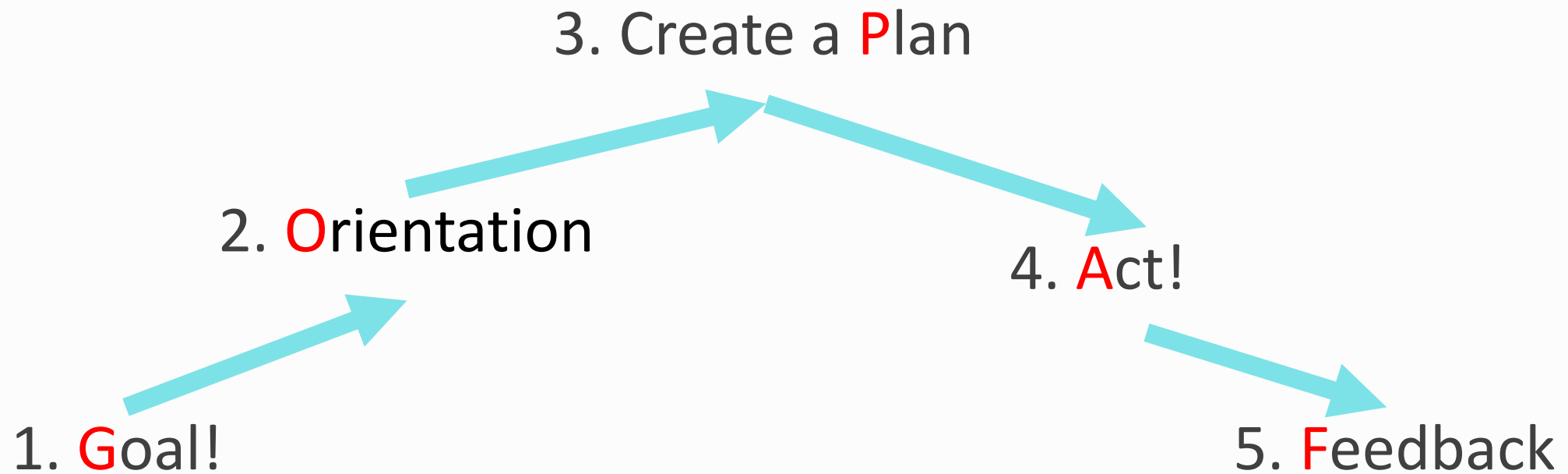
- 
- Discuss these questions at your table (10 min)
 - Name one presenter for each table
 - Each table gives a short summary of their results (1 min max)

Proceeding in small steps could be helpful



GOPAF

How to proceed in 5 steps using the GOPAF Model



Learning

Action

Be concrete!

- Make it measurable
- Be concrete!
- Set goals which are ***achievable*** and ***realistic***
- Make a time distinction (short-, middle-, longterm goals)

1. You need a **G**oal

Excercise 2

- Make it measurable
- Be concrete!
- Set goals which are ***reachable*** and ***realistic***
- Make a time distinction (short-, middle-, longterm goals)



- Reformulate the following goals to make them concrete and measurable
- With your neighbor
- 10 min
- „*I want to be good in school*“
- „*We want the students to be more satisfied at our university*“
- „*I want to be happy in my life*“

Your personal inventory

2. You need **O**rientation

1. You need a **G**oal!



For each goal ask yourself:

- What went well before?
- Which behavior needs to be improved?
- Who / What can help me?

Help to find help - Resources

- Factors which can help to find relief (e. g. from stress)
- Can be structural, physical or social
- Are also culturally different



Planning- what to do if... (be specific!)

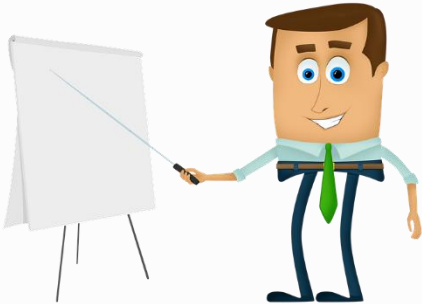
3. Create a **P**lan

2. You need **O**rientation

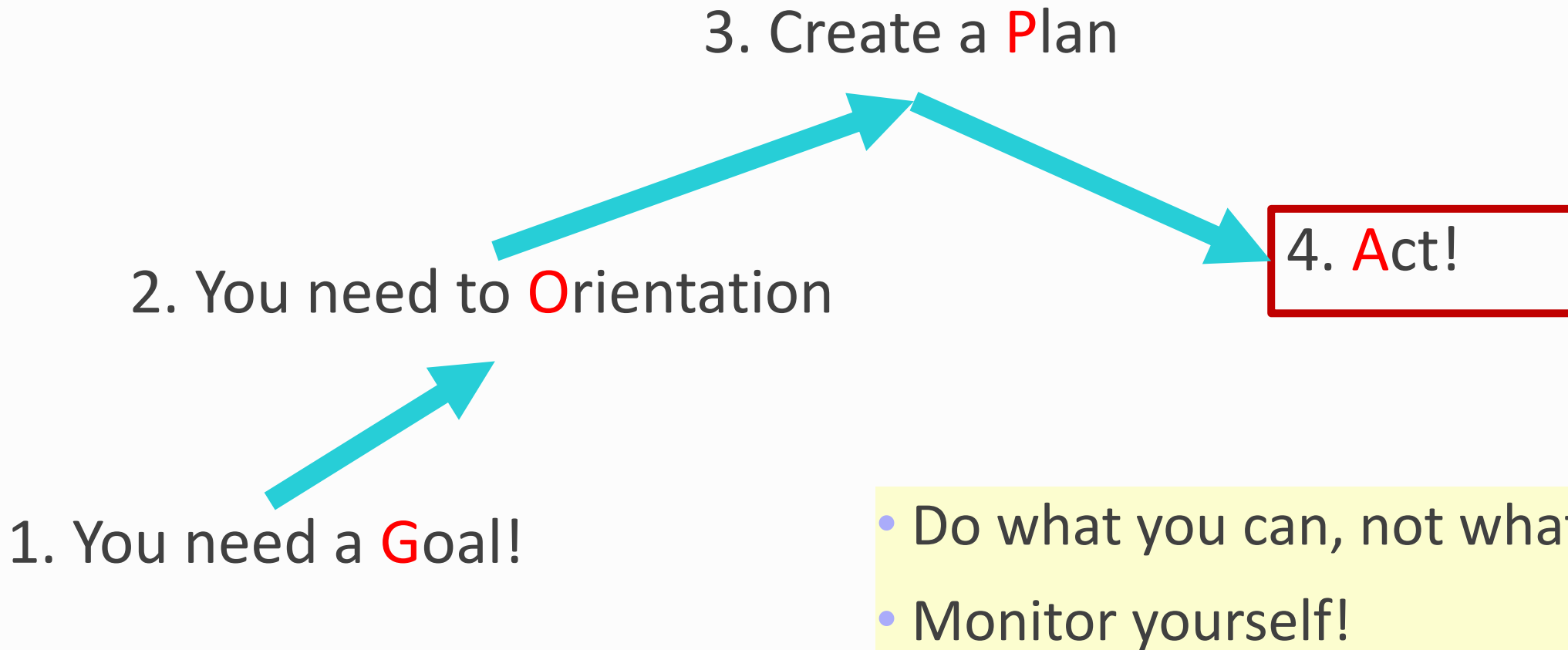
1. You need a **G**oal!

- When - Situations for the new behavior
- What - exactly do you want to do?
- What could be difficult?
- If – then link

If - Then



Aaaaand action – monitor yourself!

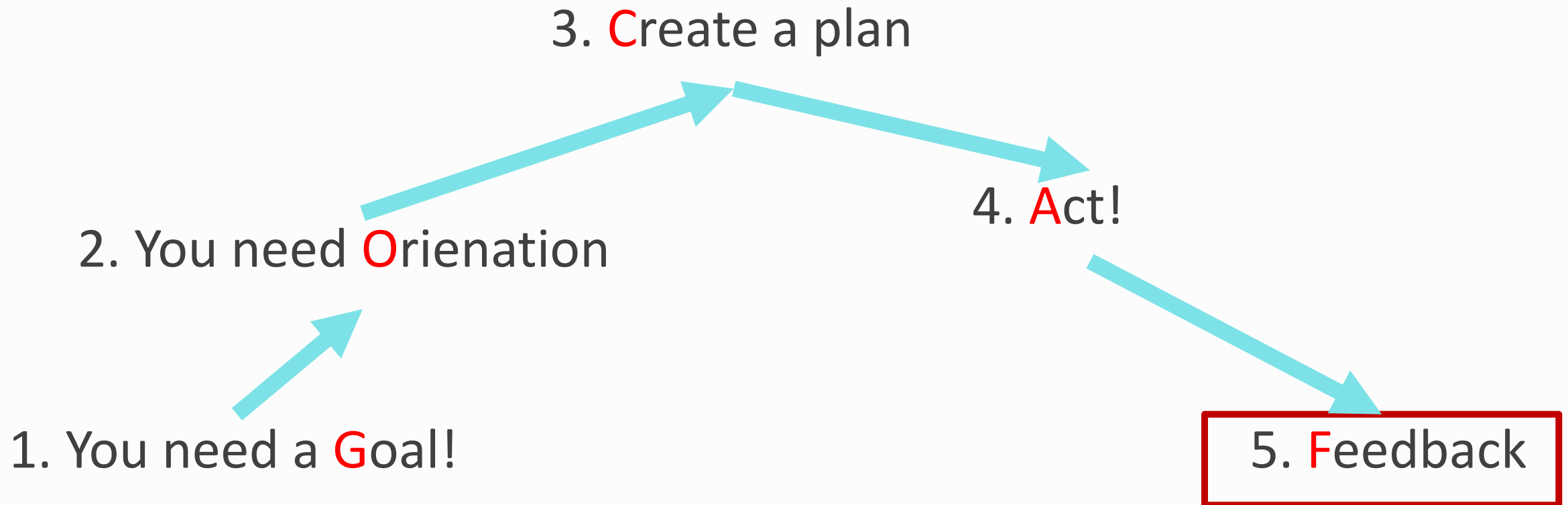


Goal tracking: monitor yourself!

- Helpful questions might be:
 - what happened?
 - am I on a good way?
 - what could help me now?
 - what is difficult right now?
 - where should I put more effort in?



Evaluate your actions




Feedback yourself- the most important part

- Treat yourself
- Describe (not judge!) your experience!
- First describe the situation – then your feelings
- Be constructive!
- Understand what happened
- What can you use for your next **GOPAF** – circle?

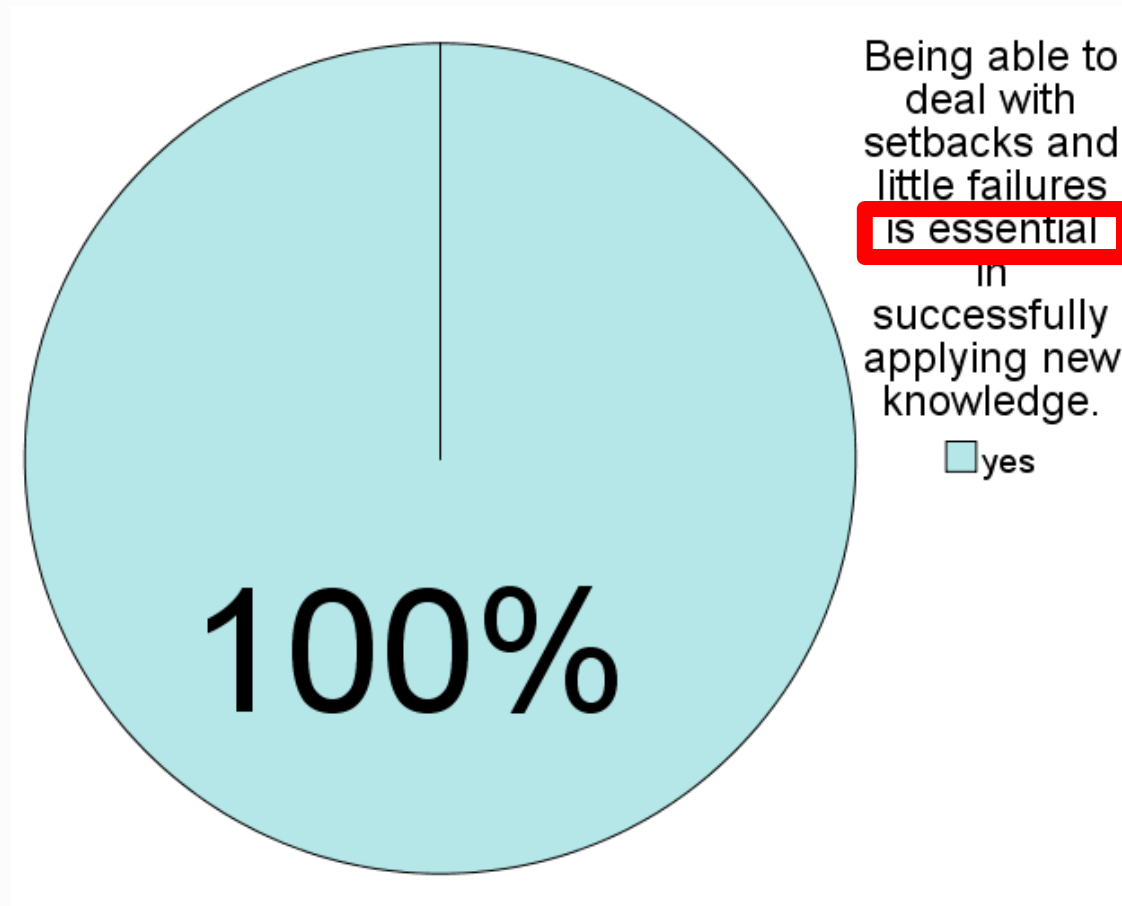
<i>Goals</i>	<i>Orientation</i>	<i>Plan</i>	<i>Act</i>	<i>Feedback</i>
<ul style="list-style-type: none"> • Concrete, • realistic, • reachable, • short- middle- long-term goals, • measurable 	<ul style="list-style-type: none"> • What went well before, • Which behavior needs to be improved? • Who / What can help me (resources) 	<ul style="list-style-type: none"> • Situations for the new behaviour, • what exactly do you want to do, • If – then link, • What could be difficult 	<ul style="list-style-type: none"> • What happened, • am I on a good way, • what helps me right now, • What is difficult, • Where should I put more effort in 	<ul style="list-style-type: none"> • Describe your experience, • Describe situations, • Be constructive, • What can you use for the next time

- Create your own GOPAF model (only steps 1 to 3)

Where do we want to go?

- Learning
 - How to create an action plan
 - Action
- 
- Motivation and failure

Dealing with setbacks



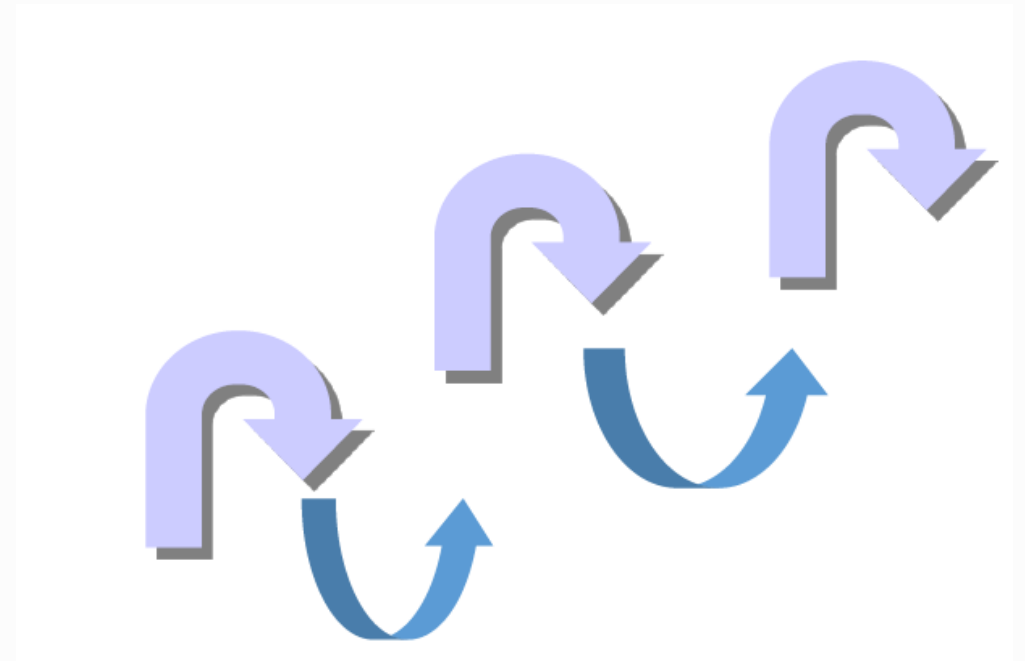


But there is a risk of too much motivation / wanting too much

„I had a great week at the international week – now I can and will do everything I have learned there“

Changing behavior is not a straight process!

- Don't panic! Failure is **normal!**
- Two steps forward and one step back
- Motivate yourself
- If necessary use your resources
- And try it again

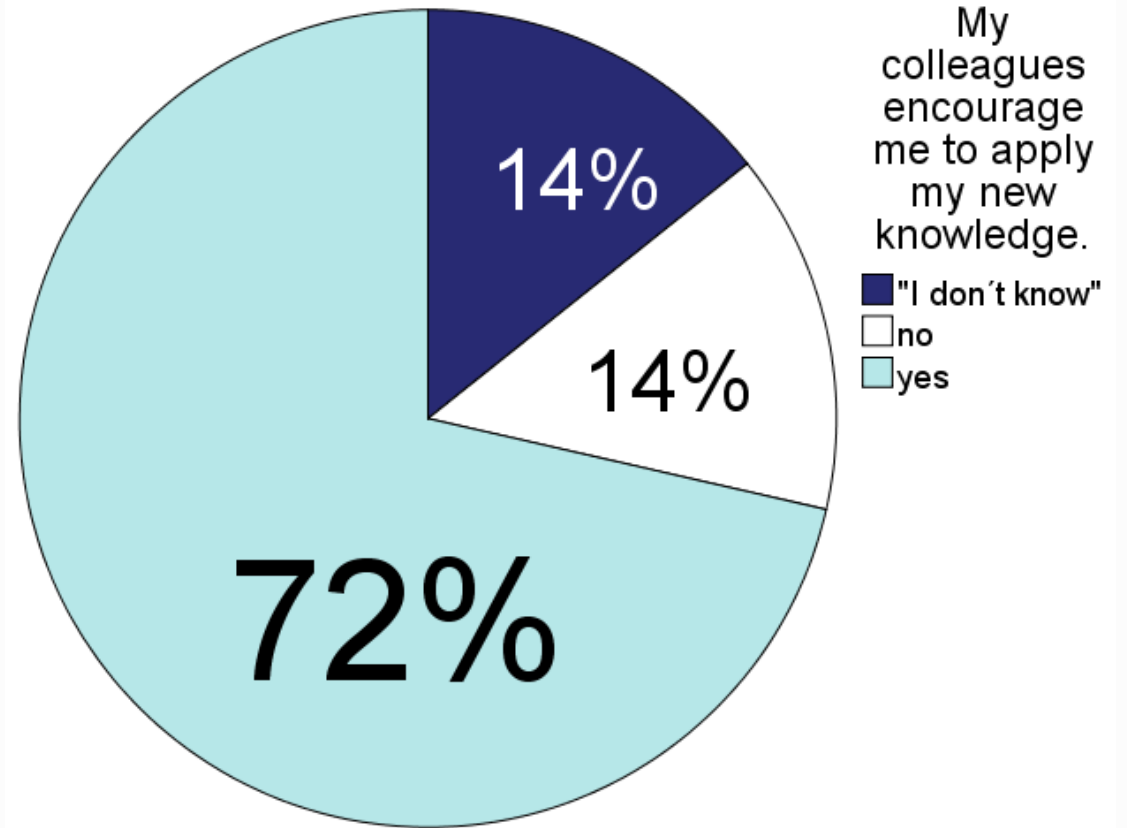
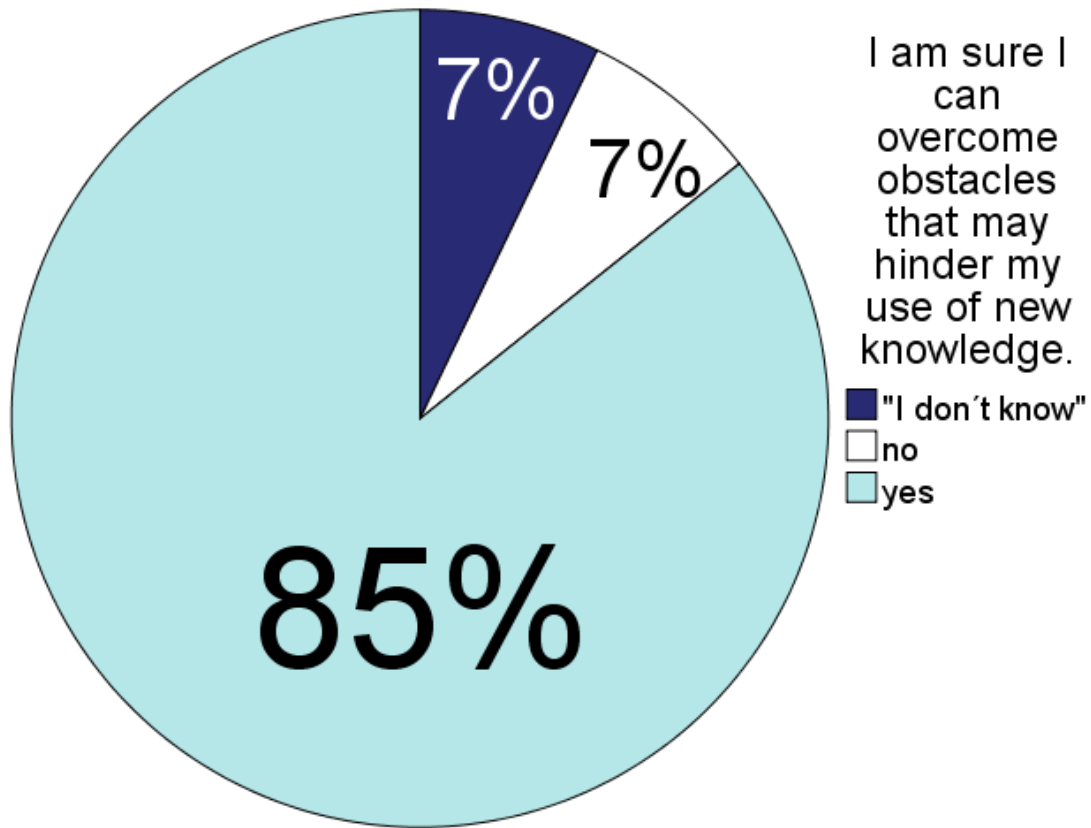


Stick to your goals through motivation

- Visualize
 - Treat yourself
- Don't punish yourself
 - Inspire yourself
- Set yourself deadlines

HOW TO
MOTIVATE
MYSELF?

You are highly motivated and you have colleagues who can help



Wrap up

- Pay attention!
- Motivate yourself
- Use your resources
- Plan your steps and give yourself feedback
 - Remember: Failure is normal

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Backup

Literature

Becker-Carus, C. (2004). Allgemeine Psychologie: Eine Einführung. München: Elsevier GmbH.

Hacker, W. (2003). Action regulation theory: A practical tool for the design of modern work processes? *European Journal of Work and Organisational Psychology*, 12, 105-130

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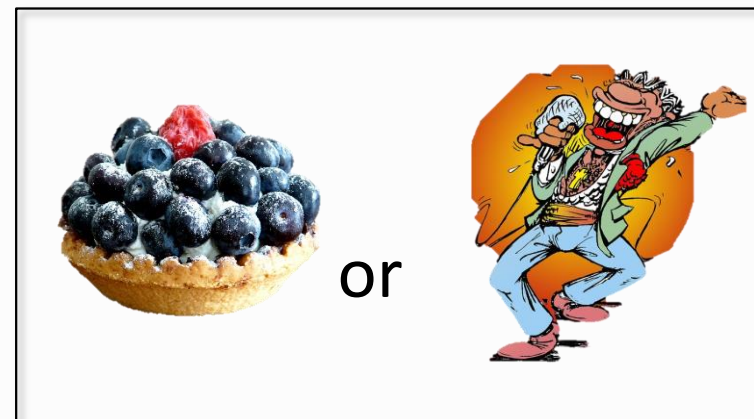
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There are 3 different kinds of learning

- Through observation
- Because you get used to an event
- Because of reinforcement or punishment



Tips to learn better: pay attention!

Take your time (No interruptions!)

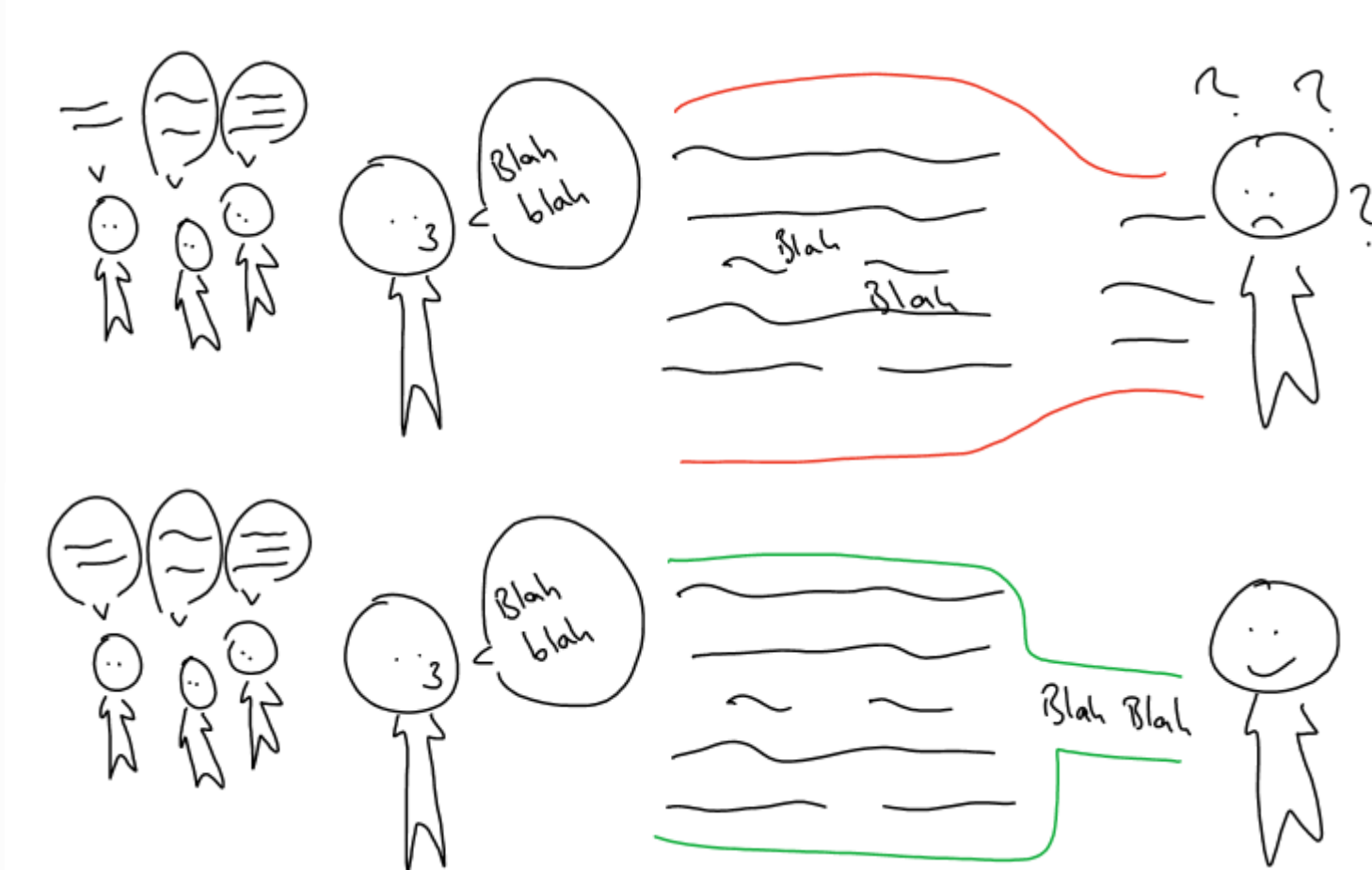
Don't be in a hurry

Pay attention

Be well-rested

Be in a slightly negative mood

Really! Pay attention!



Without attention

With attention

And try to avoid

E - mails

Unproductive
meetings

Phone calls

Loud
environment

Procrastination

Ask yourself: what is the most important thing to do!