

## **Learning Strategies for Busy Adults in the AI Era**

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### **Workshop Syllabus**

#### **Workshop Description**

Today's professionals are expected to continuously learn new technologies, adapt to changing workplaces, and develop new skills—all while balancing careers, families, and other responsibilities. This interactive workshop introduces evidence-based learning strategies that help adults learn more effectively in less time.

Participants explore how learning works, practice proven techniques for improving retention and understanding, and discover practical ways Agile thinking and AI can support learning without replacing critical thinking.

Drawing on adult learning theory, cognitive science, Agile principles, and practical AI applications, participants leave with a sustainable learning system they can immediately apply to work and personal goals.

#### **Duration**

**90-120 Minutes**

#### **Learning Outcomes**

By the end of the workshop, participants will be able to:

- Explain how adults learn and why active learning is more effective than passive review.
- Apply evidence-based learning strategies including retrieval practice, spaced practice, and elaboration.
- Use Agile learning principles—including the Minimum Viable Product (MVP) mindset—to reduce perfectionism and make steady progress.
- Develop a personalized learning plan that fits a busy schedule.
- Identify practical ways AI can support learning while maintaining critical thinking and learner ownership.

#### **Workshop Outline**

##### **Module 1 – How Adults Learn**

##### **Topics**

- How learning works
- Building on prior knowledge

- The Learning Cycle:
  - Attention
  - Understanding
  - Practice
  - Retrieval
- Why active learning outperforms passive review

### **Learning Activity**

Participants reflect on a successful learning experience and identify the habits and strategies that contributed to success.

## **Module 2 – Learning Strategies That Work**

### **Topics**

- Retrieval Practice
- Spaced Practice
- Elaboration
- Metacognition
- Cognitive Load and managing information overload

### **Introducing Agile Learning**

Participants are introduced to the idea that learning, like product development, improves through small iterations rather than waiting for perfection.

Topics include:

- Progress over perfection
- Learning through experimentation
- Continuous improvement
- Reflecting and adjusting as you learn

### **MVP Learning**

Participants learn how to identify the **Minimum Viable Product (MVP)** for a learning goal—the smallest meaningful step that creates momentum and encourages early success.

Examples include:

- Writing one paragraph instead of an entire report

- Learning three essential Excel formulas before exploring advanced features
- Practicing five minutes of a new language each day before committing to longer sessions

### **Learning Activities**

- Retrieval practice exercise
- Build a spaced learning schedule
- Identify the MVP for a current learning goal
- Reflection and discussion

## **Module 3 – Learning with AI**

### **Topics**

- AI as a learning partner
- Brainstorming ideas
- Explaining difficult concepts
- Generating practice questions
- Creating study plans
- Reflecting on learning progress
- Verifying AI-generated information
- Ethical and responsible AI use

### **Learning Activity**

Participants use AI to support one step of their MVP learning plan and discuss where human judgment remains essential.

## **Module 4 – Building Sustainable Learning Habits**

### **Topics**

- Setting realistic learning goals
- Time management for busy adults
- Learning in small, consistent increments
- Habit formation
- Weekly reflection
- Continuous improvement through short learning cycles

Participants are encouraged to think of learning as an ongoing process of **Plan** → **Practice** → **Reflect** → **Improve**, rather than a one-time event.

### **Learning Activity**

Participants create a personal learning plan that includes:

- A learning goal
- Their MVP starting point
- A weekly learning schedule
- Retrieval practice activities
- Reflection checkpoints
- Optional AI supports

### **Instructional Methods**

This highly interactive workshop includes:

- Brief instructor presentations
- Guided discussion
- Reflection activities
- Scenario-based practice
- Small-group collaboration
- AI demonstrations
- Agile learning exercises
- Personal action planning

### **Learning Theories and Instructional Frameworks**

The workshop integrates established research from multiple disciplines:

- Knowles' Adult Learning Theory (Andragogy)
- Constructivism
- Retrieval Practice
- Spaced Learning
- Metacognition
- Cognitive Load Theory
- Kolb's Experiential Learning Cycle

- Self-Regulated Learning
- **Agile Learning Principles**, including iterative improvement, continuous feedback, reflection, and the Minimum Viable Product (MVP) mindset

### **Participant Takeaways**

Participants leave with:

- A Personal Learning Plan
- An MVP Learning Worksheet
- Learning Strategies Quick Reference Guide
- AI Prompt Guide for Learning
- Practical strategies for making consistent progress through small, manageable learning experiments