**How Groups Learn**

Group learning is highly dependent on its composition and objectives. For instance, a group that is composed of technical people learns differently from a group of administrators or executives. For the sake of this project, the learning of a group, which is comprised of administrative staff, will be discussed. Administrative staff is focused on how a business organization is run as well as its operations (Lakey, 2010). Therefore, learning of a group composed of administrators is related to how things are run in business. In other words, learning of the group relates to the bottom line, which in this case is a business operation. It is more of theoretical than practical. However, this theory should be applicable in practice.

**How to reach the group**

A group of administrative staff is more formal due to the nature of the job that it does. These people spend much of their time in an official set up and work from an office. In this regard, the best way to reach them is through official communication means such as memos, emails, and phone calls. They can also be reached through official meetings. In addition, these group members can be reached at the workplace whereby the facilitator visits them physically. This is, however, time-consuming and could be less costly.

**How to teach a group of administrative staff**

The methods to be applied in teaching a group are guided by the learning objectives, which in turn are directed by the composition of the group. For instance, a group composed of sales staff will be taught differently from a group composed of administrative staff. Similarly, a group of technical staff will be taught differently from a group of the sales staff. The group can be taught using online tutorials, through conferences, in workshops as well as on job teaching. On job teaching is whereby groups are taught while at the working place (Lakey, 2010). This kind of teaching is more practical since the facilitator works with the group, and shows the group members the exact way of doing things.

**Reflection of own personal learning style compared to the group learning**

My learning style was more theoretical than practical. Though a similar kind of education as that of administrative staff, it had a difference in that the teaching was done in a classroom set up. The effectiveness of this sort of teaching does not have a big difference with that of administration staffs learning since the content of the courses was the same. However, the learning of administrative staff was a little more effective since it included the practical aspect. In other words, the administrative staff had the opportunity to learn both the theoretical and the practical part of the course (Lakey, 2010). As a result, the administrative staff gets a better opportunity to learn and understand better. It is a general truth that practice increases perfection. Therefore, when one practices as they learn, they are more likely to be perfect in their field. The other important difference in my learning style as compared to that of administrative staff is that the learning of administrators is related to the bottom line of the intended objectives. In other words, one learning is in line with their area of work and/or area of specialization. My kind of learning, on the other hand, was more general. The content was broader and less specialized.

References

Lakey, G. (2010). *Facilitating group learning: Strategies for success with diverse adult learners*. San Francisco: Jossey-Bass.