

# TRAINING DESIGN CHECKLIST

## Opening

- 🚩 Have you included a statement of objectives in the opening?
- 🚩 Do you have an icebreaker that relates to the training topic?
- 🚩 Is the length of the icebreaker appropriate for the length of the training (longer training can support a longer icebreaker)?

## Objectives

- 🚩 Have you identified specific and measurable objectives for each section of the training program?
- 🚩 Is each objective addressed in the content for that section?

## Content

- 🚩 Is there a clear link between each piece of content and at least one training objective?
- 🚩 Is the time realistic for complex content areas?
- 🚩 Is the content appropriate and at the right level of detail for the target audience?
- 🚩 Is there a transition from one piece of content to another explaining how the two are related?

## Methods

- 🚩 Have you avoided more than 10 minutes of lecture in a row?
- 🚩 Have you avoided more than 15 minutes of lecture and/or group discussion in a row?
- 🚩 Have you avoided repetitive training methods (e.g., lecture, paired exercise, lecture, paired exercise, lecture, paired exercise)?
- 🚩 Do your methods include individual, paired, small group, and large group activities?
- 🚩 Is there a lively activity within the first hour after lunch?
- 🚩 Do you have methods that reach a variety of learning styles?

## Timing

- 🚩 Have you estimated time for each piece of content, rather than for a complete section?
- 🚩 Are times realistic for each piece of content?
- 🚩 When estimating time for an activity, did you include the time it takes to explain and debrief the activity?
- 🚩 Did you include time to answer questions in each section?
- 🚩 Are time estimates realistic based on the size of the group you anticipate?

## Resources/Support Materials

- 🚩 Do you have reference materials for any complex or new content areas?
- 🚩 Do you have visual support for any key messages or content?
- 🚩 Are you using flip charts for content you want to reference repeatedly in the training?
- 🚩 Are you using slides for content you will address for just a short time?
- 🚩 Are you using written instructions for any activities?

## Closing

- 🚩 Have you included a summary of learning in the closing?
- 🚩 Does the closing include an action plan or some type of activity to drive application of training?