LEARNING DESIGN CHECKLIST

Content	☐ Is the content relevant for target group? ☐ Prioritise on a need to know rather than nice to know basis. ☐ Is there balance between content and time available? ☐ Is workshop title clear (or does it create false expectations) & catchy (motivating for trainees)?
Target group	☐ Is the target group (trainees) defined? ☐ How many trainees (how will they be selected)?
Resources required	☐ Is a list of equipment and materials needed?
Learning outcomes	☐ Are learning outcomes well formulated (SMART)? ☐ Do they address knowledge, skills & attitude? ☐ Have you formulated macro and micro learning outcomes (where needed)? ☐ Are all key learning outcomes addressed by appropriate activities?
Structure of workshop	☐ Is structure logical in terms of content and activities? ☐ Are there enough breaks (approx. every 90 minutes)? ☐ Is the training day too long (maximum 7 hours including breaks)? ☐ Is enough time reserved at the start of the training for: introductions trainer/trainees/content, programme, house rules and getting to know each other? ☐ Is enough time reserved for discussing workshop goals learning outcomes and trainees' expectations? ☐ Is there enough time reserved at the end of the training for conclusions, evaluation, certificates etc.? ☐ Is there enough time at start/end of each day for recap/questions? ☐ Is there balance between active & more passive sessions? ☐ Is there enough time for trainees to reflect and digest what they are learning? ☐ Is there room in the schedule for flexibility?
Learning activities	☐ Do learning activities cover all learning outcomes? ☐ Do they cover knowledge, skills and attitudes? ☐ Are they varied (plenary, group, individual work)?