

23 Training objectives

Aim

To understand the importance of having a clear objective for the training that you design or deliver.

Overview

Groups of participants discuss the possible objectives for a number of different training interventions.

Numbers

Any number, working in groups of up to five.

What you need

Handout 1 – The brief

Handout 2 – Action plan

Handout 3 – Report back (for evaluation)

Preparation

1. Print out or photocopy Handout 1 – The brief (one per participant).
2. Print out or photocopy Handout 2 – Action plan (one per participant).
3. Arrange the room so that participants can work in groups of up to five.

 **What to do****Activity** 06:00 **Groups**

For 1 minute, talk the group through the explanation of training objectives from Handout 1 – The brief. Ask them what they think the objectives of this session are.

Then, give each participant a copy of Handout 1 – The brief, and ask them to complete the activity.

Reflect 02:00 **Whole group/Individuals**

Ask the groups to share their ideas on training subjects and objectives.

Invite participants to consider the usefulness and viability of the suggestions that are being made.

Conclude 01:00 **Whole group**

Ask the group if this session has achieved its training objectives. Ask for examples of how they will use the learning from this session.

Plan 01:00 **Individuals**

Give each participant a copy of Handout 2 – Action plan, and ask them to complete it.





Evaluation

Four weeks after the session, send each participant a copy of Handout 3 – Report back, asking them to complete and return it.



Variation

Ask the groups to design a training session on the subject of 'training objectives'.

- What will the objective of the session be?
- How will they design a course that meets that objective?



Follow-on

This session links well with Session 24 Training course design, Session 27 The four-cornered contract, and Session 29 Evaluation. All the sessions in this section (Sessions 1 to 30) link well with Session 6 Learning styles.

FOR PREVIEW ONLY



The brief

Any piece of training that you design or deliver needs to have a very clear objective (or objectives).

These objectives need to have a clear match to the original training need (that is, to fulfil all or part of that need); they have to be realistic and achievable, and they have to be measurable.

For example, the objective of this session is 'To understand the importance of having a clear objective for the training that you design or deliver'.

This is an achievable and realistic objective that can be measured by a 'test' of your understanding at the end of the session.

Please think of at least three examples of pieces of training that you might want to carry out. For each, answer the question: What would the objective(s) be?



Action plan

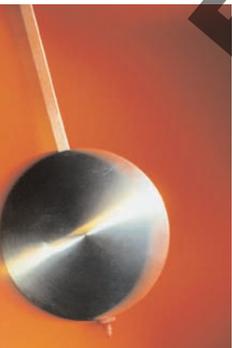
As a result of this session, I am going to take the following action:

The objective of this action is:

I shall measure my success in the following way:

Signed _____

Date _____



Report back

What was your objective at the end of the training session?

To what extent has this objective been met?

What will you do now?

Signed _____

Date _____

Please complete this form and return it to:

By (date): _____



FOR PREVIEW ONLY

