

Welcome to ASTD's Designing Learning Certificate Program

Course Objectives

Prepare to get busy as we embark on this hands-on workshop, which covers the entire analysis, design, and development processes with many examples and practice exercises. By the end of the course, you will be able to

- Describe and apply the ADDIE and HPI models.
- Identify and document business goals and measures, key processes, roles, tasks, and influences; recommend interventions; document all of these on the *Needs Assessment Worksheet*.
- Prepare for and conduct individual and group interviews, including focus groups.
- Observe and analyze work products and procedures.
- Develop and implement surveys.
- Develop an evaluation plan.\
- Prepare an Analysis Report to document the results of the Needs Assessment.
- Select instructional methods that promote human psychological learning processes.
- Analyze a job task down to its individual steps and required knowledge.
- Write complete learning objectives based upon the task analysis.
- Create course and lesson outlines that include all required elements.
- Produce a Design Document that presents a complete training plan.
- Follow guidelines for creating a Participant Guide, Facilitator Guide, and supporting materials.
- Apply guidelines to the use of visuals, text, and audio in instructional materials.
- Apply guidelines to the development of lesson task training materials.
- Apply guidelines to the development of knowledge topic training materials.
- Develop valid tests and test items.
- Prepare for training implementation, including testing and rollout.

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