

Direct from Management Development International, Inc:

# Instructional Design

## A 2 1/2 day workshop for trainers.

The Instructional Design workshop is a hands-on, focused program that provides trainers with practical, useful tools, templates, and job aids for the development of impactful, performance-based training programs. Regardless of the training delivery method (classroom, e-learning, on the job, or job aid), the Instructional Design course will give you the foundational knowledge and skill need to build training that guarantees improved performance.

### What are the course objectives?

After our workshop, you'll be able to:

1. Determine causes and potential solutions for performance problems
2. Define the performance expectations for your trainees
3. Write a training needs assessment report to inform training and performance decision makers
4. Plan your instructional design project (including short cuts when you've got little time)
5. Interview subject matter experts and managers to develop course content
6. Target your course to the level of your learners' needs
7. Compile a task list and conduct task analysis (for any performance requirement!)
8. Prioritize training content on the "need to know"
9. Write measurable learning objectives
10. Design effective practice exercises that simulate workplace conditions and result in trainee competence and confidence
11. Select the most appropriate instructional methods
12. Set up your course structure and flow – design curriculum, courses, modules, and lessons
13. Write a course design document to describe how your course meets the learning and performance objectives
14. Apply evidence-based principles of adult learning into your lessons
15. Use learning objects, lesson templates, frames, and other design time savers
16. Develop useful and practical course materials – participant guide, instructor guide, training materials
17. Validate your course design and its impact on learning and performance
18. Evaluate your training success based on the perspectives of various stakeholders

### Who should attend?

Trainers, training coordinators, instructional designers, training managers, e-learning developers, and others who have responsibility for building learning events that improve performance.

### Course length:

Two days, or it can be expanded for project work and consultation.

### Instructor:

Dan Topf, CPT, Vice President Performance Consulting, MDI, Inc.

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"I believe that Instructional Design has some really valid suggestions and practical ideas. I see this being critical to our training initiatives."

Course participant from major Manufacturing firm

"This is a great course for experienced instructional designers and beginning ones as well."

Course participant from major Financial services firm