Steps Creating Training Units/Modules

- Begin the program with features that orient the trainees to the program
  - -- Trainer introductions
  - -- Ice Breakers
  - -- Overview of goals and content
  - -- Values of the training to the trainee

- Determine the best order of key learning materials (knowledge and skills)
  - -- What materials will help trainees initially see "the point?"
  - -- What must be learned first in order to move to the next concept or skill?
  - -- Use the Bloom's Cognitive Domain as a basis for ordering skills and knowledge (memory, comprehension, application, analysis, synthesis, evaluation – in this order).

- Be sure you have a clear understanding of the content of each unit

- Establish very specific learning objectives for each unit (3 -6 usually).

- Plan methods that will allow you to reach those objectives
  - -- use Don Clark's "Learning Strategies" to evaluation training methods and his "Training Media Dictionary"
  - -- Be sure trainees know the objectives of EACH unit
  - -- Be sure trainees are active a significant part of each unit

- Allow trainees plenty of opportunities to practice skills and to see how they are applied in "real life."