Institute for Leadership in Education Development (I-LED)

CHECKLIST: EDUCATION/TRAINING PROGRAM DESIGN PROCESS*

Program Planning/Design Process

- ☐ Hold planning committee meeting (see sample agenda below) — 1 to 1.5 days—**constituents**, advocates, experts—see sample agenda below. Assess learning needs and determine most important topics to include within program time frame.

- ☐ Draft proposed program outline, with times, topics, learning objectives, activities—send for review and comment. **

- ☐ Incorporate revisions, detail learning activities, and resend for comments. **

- ☐ Recruit faculty team and conduct faculty training session.

- ☐ Develop participant materials—practical, checklists, easy to use; CD reference. **

- ☐ Pilot test and incorporate revisions.

- ☐ Develop instructions on how program planners can use curriculum. **

- ☐ Deliver programs or distribute curriculum to constituents for use locally.

Sample Program Planning Meeting Agenda
1 to 1.5 days—with constituents & experts

- ☐ Assess potentially what constituents need to learn—facilitate idea generation about program topics/subtopics (requires 2-3 hours).

- ☐ Designate topic priorities –what must participants learn if nothing else.

- ☐ Write broad learning objectives for entire program.

- ☐ Determine where & how to address **culture and cultural competence.**

- ☐ Organize major topics into program sections or modules, with days and rough times.

- ☐ For each major segment, outline learning objectives & suggest possible learning activities—fine tune later.

- ☐ Identify any written reference materials and other resources to distribute to program participants (e.g., USB drive or CD-ROM with documents).

- ☐ *Optional:* Obtain suggestions of potential faculty, including planning group members (defer this step to reserve greater discretion in selection).

- ☐ Assign any follow-up tasks—staff driven.

What is a curriculum?

- ☐ Detailed outline or blueprint describing what will take place in a training or education program.

- ☐ Why is curriculum needed?
  - ■ Control over content
  - ■ Permits ongoing use with consistency
  - ■ Preserves product with creator
  - ■ Documents product with funder

Checklist of Curriculum Components

- ☐ Learning Objectives for each Module.

- ☐ Outline of learning activities designed to achieve objectives.

- ☐ Primary learning points for concluding each activity.

- ☐ Times and specific instructions to faculty on how to proceed with each activity.

- ☐ All written materials needed for activities, including scripts for roles, text of hypothetical problems, questions for small-group and large-group discussions, content of mini-lectures.