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.