

Instructional Design

Ninja Checklist



Structure

1. What is the one thing learners will be able to do when they get back to work as a result of the training?
2. How is the course organized? (E.g., steps, tasks with steps, Q & A, problems and solutions)
3. Does this organization mirror what learners will be doing after the training as closely as possible?

Objectives

1. Does the course objective describe what learners will be able to do when they get back to work as a result of the training? (See #1 under Structure.)
2. Is there an objective for each lesson that describes what learners will be able to do as a result of completing that lesson?
3. Will meeting all of the lesson objectives enable learners to achieve the course objective?
4. Are there objectives within each lesson that describe what learners will be able to do as a result of completing each topic within the lesson?
5. Will these objectives enable learners to achieve the lesson objective?

Instructional Design Ninja Checklist, cont'd



Content

1. Does the content include a compelling “what’s in it for me” for the learner?
2. Does the content include explanations of not only what, but also why?
3. Can you reverse engineer all of the objectives by reviewing the content?
4. Is the content sufficient to achieve all of the objectives?
5. Does the content show one, and only one, best practice, answer or solution instead of offering multiple options?
6. Has nice-to-know content been eliminated or included in an appendix?
7. Does the content include examples, analogies, and anecdotes to help make it memorable?
8. Is there sufficient time to cover all of the content?

Instructional Design Ninja Checklist, cont'd



Instructional Activities

1. Are there sufficient activities to ensure learners are actively engaged?
2. Is there sufficient time to complete each activity?
3. Do the instructional activities help learners achieve one or more objectives versus being gratuitous?
4. Do learning activities mirror what learners will be doing after the training as closely as possible?
5. Are learning activities debriefed so that learners understand their purpose and are able to summarize what they should have learned?
6. Are there opportunities for learners to receive feedback to assess their progress in achieving objectives?