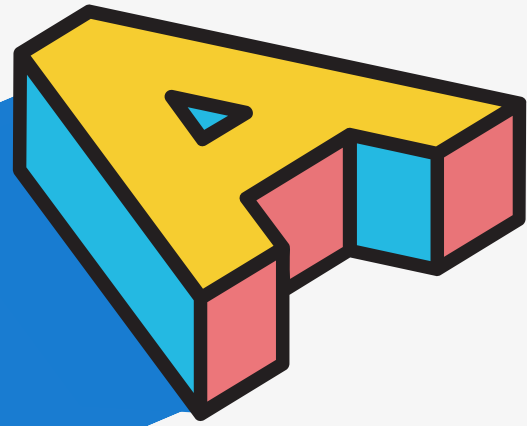


The ADDIE framework is used by instructional designers and training developers as a descriptive guideline for building effective training.



Analysis

The analysis phase is focused on gathering data needed to answer the question of "Why this? Why now?" It's the "who, what when, where, and why" of the design process.

The analysis phase identifies:



Business goals and needs



Learning characteristics of the audience



Knowledge and/or skill gaps



Resources needed to assist in training



Design

The design phase creates the blueprint for the entire training by identifying learning objectives, content, lesson planning and levels of performance.

The design phase produces:



Tasks the learners will be able to perform



Curriculum sequence and content structure



Evaluation strategies



Detailed project plan including project specifics



Development

The development phase is where all of the training materials are built and tested, including facilitator guides, participant guides, slide decks, job aids and more.

The development phase produces:



Building training materials, courseware, and media



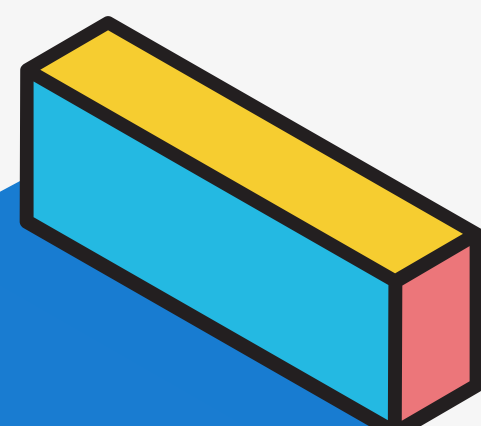
Writing assessments and evaluations



Review and feedback by SMEs including final approval of materials



Quality assurance testing and program validation



Implementation

Implementation is when the training is delivered to the target learner population and evaluation begins.

This includes:



Learner communications related to the training



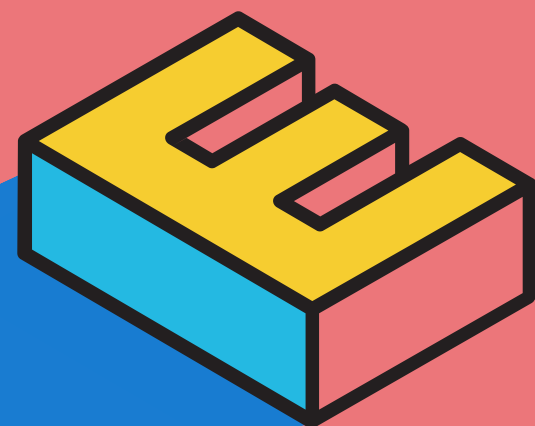
Roll out of training begins



Coordinating program support and administration



Train the Facilitators



Evaluation

Evaluation helps determine if the training was successful and if skills were mastered.

This includes:



Measuring learner satisfaction and learning



Analysis of return on investment (ROI)



Measuring success or failure of program



Analysis of return on expectation (ROE)