

L&D Pocket Guide

YOUR 4-STEP GUIDE TO IMPACTFUL TRAINING



Need to move quickly on developing some training?
This pocket guide can help!

1 WHAT KIND OF TRAINING IS NEEDED?

KNOWLEDGE



SKILL



MINDSET



2 WRITE AN ACTIONABLE LEARNING OBJECTIVE

CONDITIONS

After this course...
Upon completing this module...

MEASUREMENT

...the learner will demonstrate...
...the learner will apply concepts of...

ACTION

...by presenting a situation in which...
...by developing a strategy for...

EXAMPLE

After this course, the learner will demonstrate empathetic listening skills **by participating in** a simulated one-on-one conversation with a colleague.

3 HOW SHOULD TRAINING BE ORGANIZED?

R

Review

WHY is this training needed?

O

Overview

Agenda & What to expect

P

Presentation

Visuals & Lecture

E

Exercise

Interactivity & Practice

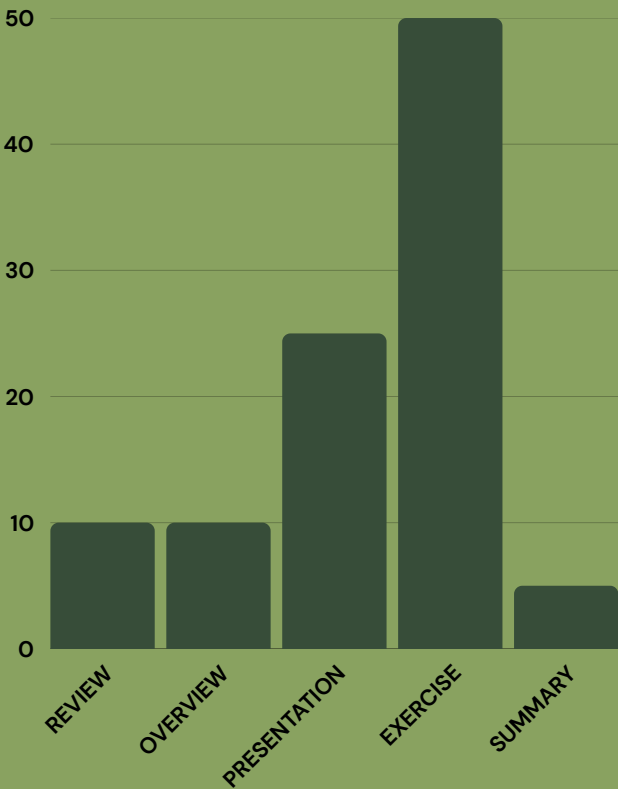
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Summary

Follow-thru & Calls to Action

4 HOW MUCH TIME SHOULD EACH PHASE BE?

PERCENTAGE OF TIME



EXAMPLE

You have a 2-hour learning event planned covering a new process.

Review

Intro to changes | 10m

Overview

Agenda for the day | 5m

Presentation

Slides & workflow review | 25m

-BREAK 10m-

Exercise

Breakout group discussions, report back to main group | 60m

Summary

Revisit agenda, action items & wrap | 10m

