

Tool 9: Instructional Planning Worksheet

Suggested Use: Use this sheet to make decisions about the learning intervention for each of the job tasks that make up a job responsibility or competency. Fill in the worksheet as you work through **Steps 6 through 8** of the *Learning for Performance* process.

Instructions:

- Write the objectives that specify exactly what learners will be able to do as a result of the learning intervention. Objectives should be SMART (specific, measurable, attainable/achievable, relevant and timely/time bound). Each objective should describe a measurable performance, outline the circumstances or conditions for the performance and provide criteria for measuring an acceptable level of performance. Revise as needed to make sure there are no gaps or duplication.

Related Tools and Resources:

- Step 6: Write learning objectives
- Box 11: Sample learning objectives
- Box 12: Useful verbs for writing performance goals and objectives

- Sequence the objectives in a logical, feasible way to structure the learning intervention. Group similar items together. Put objectives in an order that helps learners learn, builds from simpler to more complex, and makes the relationships between content and the order of step-by-step tasks clear.
- Select assessment methods based on the performance described by the objective.

Related Tools and Resources:

- Step 7: Decide how to assess the learning objectives
- Box 13: Selecting learning assessment methods

- Specify one or more learning activities for each objective. The activity should: a) be appropriate to the objective, b) allow enough practice and feedback to facilitate learning, c) allow learners to work with new information or situations, d) require the learners to apply the skills or knowledge in an environment that is as similar as possible to their actual work setting, e) provide opportunities to practice and solve problems, f) provide specific feedback, and g) encourage learners to take responsibility to assess their own learning.

Related Tools and Resources:

- Step 8: Select the learning activities, materials and approach(es) and create the instructional strategy
- Box 14: Selecting learning activities
- Box 15: Selecting learning materials

- Describe the best learning approach for each objective or group of objectives. The approach should provide for: presenting the content, practice with the skills or knowledge, application of the learning content in a realistic (work) setting and follow up. Five overall learning approaches are: 1) Classroom training and skills practicum, 2) Distance learning, 3) On-the-job training, 4) Independent study or self-study and 5) Blended approach (combining several approaches).

Related Tools and Resources:

- Step 8: Select the learning activities, materials and approach(es) and create the instructional strategy
- Box 16: Selecting learning approaches

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Major Job Task

Skill or Knowledge	Learning Objective	Learning Assessment Method	Learning Activity and Materials	Learning Approach or Approaches