



Design Document

Course Title

Company Name

Date

Overview

Course Description

Course Outline

Audience

Goals and Objectives

Prerequisites

Course Requirements (Technical and Logistical)

Software and hardware considerations and specifications

Delivery Method

Course Design

Structure	Minutes	Content/Activities
Introduction	(minutes)	<ul style="list-style-type: none">• Introduction• Navigation• Topics• Goals and Objectives• Audience and Learner's benefits
Topic 1	(minutes)	<ul style="list-style-type: none">• Objectives• Attention getter/Setting the stage• Explanation of the content/Presentation of the material• Examples/Demonstration• Games/Interactivity• Practice with immediate feedback• Assessments with immediate feedback• Summary of the lesson
Topic 2	(minutes)	<ul style="list-style-type: none">• Objective• Attention getter/Setting the stage• Explanation of the content/Presentation of the material• Examples/Demonstration• Games/Interactivity

		<ul style="list-style-type: none"> • Practice with immediate feedback • Assessments with immediate feedback • Summary of the lesson
Topic 3	(minutes)	<ul style="list-style-type: none"> • Objective • Attention getter/Setting the stage • Explanation of the content/Presentation of the material • Examples/Demonstration • Games/Interactivity • Practice with immediate feedback • Assessments with immediate feedback • Summary of the lesson
Conclusion	(minutes)	<ul style="list-style-type: none"> • Review main points covered in the lesson/ summarize key concepts • Review the Objectives
Final Assessment/Kirkpatrick Level 2 Evaluation	(minutes)	<ul style="list-style-type: none"> • Number of questions • Question type (e.g. multiple-choice, true/false, fill-in-the-blank) Note: All questions must be directly related to objectives. • Corrective feedback • Passing score
Evaluations		<ul style="list-style-type: none"> • Kirkpatrick Level 1 evaluation- Learner's reaction to the course (e.g. surveys, questionnaires, smiley sheet) • Kirkpatrick Level 3 evaluation- The extent to which change in behavior actually occurred (360 reviews, follow-

		<p>up evaluations)</p> <ul style="list-style-type: none">• Kirkpatrick Level 4 evaluation - performance improvement as a result of training and results on business (e.g. follow-up needs assessments, interviewing managers, conducting focus groups, sending out surveys
Additional Resources/Supplementary Materials		<ul style="list-style-type: none">• Job aids• Documents• Links• Glossary• Other supplementary materials