

## Developing Instructional Design: A Step-By-Step Guide to Success (1st Edition)

### Course Specifications

**Course Number:** CCT-045\_rev4.0

**Course Length:** Self-study

### Course Description

Understand how tested training methods can work to make employees work harder and with greater determination to master learning materials. Step-by-step, you will learn how to choose the best training methodologies, tools and techniques. How to set realistic objectives. How to make your presentations exciting and easy-to-understand. Lastly, how to build the three critical factors of involvement, participation, and self-pacing into your training programs. This book is the trainer's survival kit, and is for anyone faced with designing and delivering training programs. The skills and technique, quizzes and checklists provide instant learning and feedback. You are now on your way to designing and presenting guaranteed successful training programs.

**Course Objective:** The learning objectives for Developing Instructional Design are listed below. They have been developed to guide you, the reader, to the core issues covered in this book.

The objectives of this book are:

- To give tips on planning training sessions
- To suggest ways to prepare for instructional sessions
- To discuss conducting and evaluating instruction

## **Course Content**

### **Section I: Overview**

- What is Instructional Design?
- Why is Instructional Design Important?
- Why This Book?
- What is the Four-Step Model?

### **Section II: Step 1 - Planning**

- Formulating an Objective
- Analyzing the Situation
- Choosing an Effective Title
- Developing the Body of the Presentation
- Developing Presentation Aids
- Preliminary Evaluation

### **Section III: Step 3 - Preparing**

- The Introduction
- The Conclusion
- Questions and Answers
- Rehearsals and Revisions
- Lesson Plan Format and Checklist
- Reviewing the Lesson Plan

### **Section IV: Step 3 - Conducting**

- Using the Lesson Plan
- Plan for Testing
- Managing the Training Environment
- Common Problems When Conducting Training Sessions

### **Section V: Step 4 - Evaluating**

- Testing for Results