

# COURSE DESIGN CHECKLIST

## FOR INSTRUCTIONAL DESIGNERS AND TRAINING SPECIALISTS



You may do all or just some of these things and in an order that works for you. Some things may be completed sequentially and others may overlap. If you have any questions about this guide, please visit my [FB group](#) for help. And, for more FREE resources, check out [InstructionalDesignCompany.com](http://InstructionalDesignCompany.com).

### Step 1. Collect Information and lot's of it!

- Host a Scoping Meeting with key stake holders and Subject Matter Experts to complete the [Training Analysis Template](#)
- Conduct Subject Matter Expert Interviews
- Review supplemental and existing resources or trainings
- Ask more clarifying questions

### Step 2. Organize the Information You Collected!

- Organize the information collected in the Training Analysis and create your outline or your storyboard
- Draft assessment questions
- Draft supplemental resources
- Send to Subject Matter Expert and Business Owner/Department to review
- Make edits

### Step 3. Build Your Course and Supplemental Resources!

- Complete script
- Check content to ensure it clearly teaches the learning objectives
- Check content to ensure it clearly covers the assessment questions
- Purchase/obtain graphics and edit them
- Build out slides and/or screens
- Record and edit audio/video
- Compile all assets (i.e. images, content, video/audio) to build your training
- Complete team Q/A
- Send to Subject Matter Expert and Business Owner/Department to review
- Make edits and get approval for launch

### Step 4. Launch your Training Course!

- Promote training to target audience
- Send out notification regarding training to leadership
- Launch training (e.g. facilitate, handoff to trainer, or upload to LMS)
- Distribute surveys post course

### Step 5. Inspect What You Expect!

- Review data
- Provide feedback to Subject Matter Experts and Business Owner/Department
- Use results to improve content



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