Training Curriculum Design template

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| **Document purpose and objective** | This template provides a structured approach to the planning of training to support users in the MDA to work in new ways.  Development and training should be focused on the priority areas of training identified from the skill gap or training needs analysis previously conducted.  This template provides the key headings that should be covered when scoping the training required.  Throughout “Course” is used to describe the type of training provided e.g., one off training intervention, series of modules etc | | |
| **Document Owner** |  | **Intended Audience** | Project lead / manager  Training and Development lead |
| **Version** | 0.0 | **Last Updated** | INSERT DATE |

**1 Course design summary**

**Course overview**

This course is designed to provide [insert target audience] with the skills to [insert course/training purpose]. As a result of this training, participants should gain knowledge and understanding of [insert course/training topics] and be able to [insert course/training outputs].

**Course objectives**

By the end of this course/training, participants should be better able to:

* [insert course objectives] Example: Understand the impact of ERP to the organisation.
* [insert course objectives]
* [insert course objectives]
* [insert course objectives]

**Target audience**

This programme targets [insert targeted level and prerequisite experience, skills, or knowledge.] Example: This programme targets system users who have completed the 1-hour XXX fundamentals eLearning module.

**Summary course structure**

* Day 1: [Insert high-level description of how each day would play out. If less than a day, use morning/afternoon]
* Day 2: [See above]

**Course duration**

[Insert total number of days or hours.]

**Course size**

The recommended course size is between [insert #] and [insert #] participants. [insert #] is the maximum number of participants and there will be [insert #] Leaders.

**Accreditation**

[Indicate the level of accreditation applicable to the individual after attending this course (if appropriate) – None / Approval / Accredited.]

**Prerequisite course and/or experience**

[Insert course name, required reading materials, etc and/or equivalent experience].

**Advance preparation**

[Insert advance preparation information required by participants].

**Course logistics**

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| --- | --- |
| **Room Set-Up** | **A/V and Technology equipment Requirements** |
| [Insert room setup] Examples include:  Set up tables in U-shape.  Wide table in the front for materials. | [Insert audio/visual and technology equipment requirements]  [See above]  [See above] |
| **Training Materials** | **Evening Events/Activities (If Applicable)** |
| [insert type of material]  [insert type of material]  [insert type of material] | [Insert information about evening events/activities. For example: “this course will offer a networking reception on the first night”] |

**2** [**Course development team and roles**](#_Course_Development_Team_1)

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Sponsor** | | | |
| [Name] | | | |
| **Course Owner** | **Course Manager** | **Instructional Designer/ Content Developer** | **Subject Matter Professionals** |
| [Name] | [Name] | * [Name] * [Name] * [Name] | * [Name] * [Name] * [Name] * [Name] * [Name] * [Name] |
| **Subject Matter Reviewer** | **Other Reviewers** |
| [Name] | * [Name] * [Name] |

**Course Dates and Locations**

Available sessions:

* [insert course date and locations]
* [insert course date and locations]
* [insert course date and locations]

**3 Module [#]: [Insert Module Name]**

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| --- | --- |
| **Module Objectives** | **Evaluation Tactic** |
| [Insert Module Objective 1] | [Insert explanation of how the Leaders will know or see that the learners have acquired the skills and knowledge covered in this module] |
| [Insert Module Objective 2] | [Insert evaluation approach] |
| [Insert Module Objective 3] | [Insert evaluation approach] |
| [Insert Module Objective 4] | [Insert evaluation approach] |

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| **Length** | **Topic with Key Concepts** | **Summary and instructional approach** | **Materials** |
| X mins | [Insert Topic 1]  [Insert Key Concept]  [Insert Key Concept]  [Insert Key Concept] | [Briefly summarise what will take place in this section of the module. This summarisation should not be bullet points of topics but should instead tell the story of what’s going to occur. Insert exercise purpose and description.] |  |
| X mins | [Insert Topic 2]  [Insert Key Concept]  [Insert Key Concept]  [Insert Key Concept] | [Insert summary and instructional strategy] | [Materials] |
| X mins | [Insert Topic 3]  [Insert Key Concept]  [Insert Key Concept]  [Insert Key Concept] | [Insert summary and instructional strategy] | [Materials] |