

Activity Design Worksheet

Use the steps below to design effective training activities.

A Five-Step Model for Creating Terrific Training Sessions

Harold D. Stolovitch and Erica J. Keeps hold the copyright to this model, which is used here with their permission. Their book, *Telling Ain't Training*, is an excellent in-depth resource.

Step	Action
1	Rationale Explain the rationale for learning the new knowledge, skill, or ability.
2	Objectives Share the objective(s) for the training activity.
3	Activity Design an activity that allows participants to learn the required content.
4	Evaluation Determine the extent to which the learning objective(s) was met.
5	Feedback Provide the participant(s) with feedback. Revisit the learning activity or provide additional coaching as needed.