



Instructional Design Checklist for the Development of Face-to-Face OVC-Funded Training

Use this checklist to confirm that OVC-funded training materials meet the OVC Instructional Design Standards. This checklist is for training designed to be delivered in a face-to-face format.

1. The Instructor/Facilitator Manual reflects adult learning best practices:

- ✓ Training is competency-based, meaning the participants will learn a skill or acquire knowledge they can apply pragmatically to their immediate circumstances.
- ✓ Training material is linked to participants' existing knowledge or experience.
- ✓ Training material accommodates different learning styles, and a variety of strategies are used throughout the training to present content (e.g., role plays, small group discussions, lectures, exercises).

2. The Instructor/Facilitator Manual includes all of the material that an instructor needs to deliver the training:

- ✓ Participant selection criteria, if any.
- ✓ A description of required instructor subject matter expertise and skills necessary to effectively deliver the training material.
- ✓ General instructor preparation requirements, and instructions to meet those requirements.
- ✓ Agenda with times for modules and breaks noted.
- ✓ Supporting material by module, including handouts, articles, and instructions for exercises.
- ✓ Copies of videos, DVDs, worksheets, or any supplementary materials used in the training

3. The Instructor/Facilitator Manual is presented in sections called modules. The sequence of the modules reflects a logical flow of the training content. Each module covers a specific topic, skill, or concept. Each module contains the following components:

- ✓ Statement of the purpose of the module.
- ✓ Specific and measurable learning objectives.
- ✓ The topics or lessons within the module.

- ✓ Time needed to present the module.
- ✓ List of special materials, equipment, and training aids needed to present the module.
- ✓ Advance instructor preparation, if necessary.
- ✓ Detailed descriptions of what the instructor says and does to deliver training content and administer learning activities.

4. The Participant Manual includes all of the material that participants need and use during the training. This manual includes:

- ✓ Agenda.
- ✓ Background information about the training.
- ✓ Training purpose and objectives.
- ✓ Module goals and objectives.
- ✓ Training content.
- ✓ Worksheets and handouts.
- ✓ References and additional resources.
- ✓ Copies of PowerPoint slides.