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.