Fill in as much detail as you can at this stage – these are your initial thoughts and some of this might be guesswork. You’ll go into more detail in the Design stage and you can update this form if needed.

Goals and audience

|  |  |
| --- | --- |
| Your title / topic  *Include a short descriptive title. To be more attractive, try to include why learners need to know about your topic/service. What does it offer / problem does it solve?* |  |
| Training goal  *Why are you doing this training? What would success look like*? *This can include developing skills, gaining knowledge and changing attitude, improving service awareness/use etc* |  |
| Audience  *Who is your target audience? This could be particular roles (eg researcher, students), knowledge level (eg aimed at beginners) or task based - eg those who want to be able to do a specific task.* |  |
| Benefits/outcomes for learners  *What will learners gain from your training? What will they be able to do? What will they know? It is helpful to use the phrase ‘By the end of this training you will: Be able to…. Be familiar with… Have practiced…’ Think about how easy it will be to assess the outcomes when choosing them.* |  |
| Pre-requisites  *Is there any knowledge that is useful / required?* *Any other courses that it would be useful to complete beforehand?* |  |

Content and resources

|  |  |
| --- | --- |
| Content  *This should be a rough outline at this stage - you will think about this in more detail in the Design stage.* |  |
| Delivery method  *Live sessions or self-learning? A mix? You may not have a choice in some of these areas depending on the constraints you have.* |  |
| Timescale  *When do you plan to deliver the training? Allow enough time to develop and test content.* |  |
| Who will develop/deliver?  *Do you have the right skills or will you need support? Where will you get support?* |  |
| Software, tools, infrastructure required  *This might be to deliver your course (eg a webinar tool) or for learner activities (eg collaboration, live coding). Note that you may decide to use additional tools once you’ve designed your activities.* |  |
| Materials to re-use  *What are the materials you will re-use? What is their format? videos, slides, documentation etc. You can save time by reusing other materials. How will you keep track of this in order to give credit later?* |  |
| Re-use of your material  *Do you want others to re-use your material? How? Material can be shared in different stages/shape and may need to be in particular formats depending on where it will be reused.* |  |