

Hey Trainers - Write 38 Instant Measurable Objectives in Minutes!

My assumptions

You have some basic knowledge of training and...

Experience in the training field as an instructor

May have developed instructor-led training or printed training manuals

Would rather get a root canal than write objectives!

There is hope...

The first most important principle! Understand is not a measurable objective!

Having written objectives for over 25+ years, I admit.. I am very picky. And when I see a document that starts off with objectives that include "understand", I cringe. Excuse me... how to do measure someone's understanding of a concept or procedure? You can't.

What is a measurable objective?

- Objectives are written to give direction to training events.
- A measurable objective is an "action" verb engaging the learner to demonstrate new knowledge or problem solving skills.
- A measurable objective is "capable of being measured" dictionary.com

Here is how to quickly create measurable objectives with Bloom's Taxonomy theory into practice.1. At the Knowledge Level: the learner exhibits previously learned materials by recalling facts, terms, basic concepts and answers.

Level 1: Key Words include: Choose, define, find, label, list, match, name, recall, relate, select, spell, tell, what, when, where, which, who, why

Use these Instant Objectives:

The student will be able to:

- Define what is ...?
- Match how is... related to...?
- Choose where is ... found?
- Tell why we chose to use...?
- Select the main...?

2. At the Comprehension Level: the learner demonstrates the ability to relate to facts and ideas by organizing, comparing, translating, interpreting, giving descriptions and stating main ideas.

Level 2: Key Words include: Classify, compare, contrast, demonstrate, explain, extend, infer, interpret, illustrate, outline, relate, rephrase, show, summarize, translate

Use these Instant Objectives:

The student will be able to:

- Classify the type of ...
- Compare and contrast ... to?
- Explain the process to...
- Illustrate the best process to...

3. At the Application Level: the learner solves problems by applying knowledge, facts, techniques and rules in a different way.

Level 3: Key Words include: Apply, build, choose, construct, develop, experiment with, identify, interview, make use of, model, organize, plan, select, solve, utilize

Use these Instant Objectives:

The student will be able to:

- Solve common business case scenarios using ...
- Identify what would result if ... happened
- Select the best ways to solve a problem
- Organize the ... into... for efficiency

- Utilize the process to ...

4. At the Analysis Level: the learner examines and breaks down information into parts by identifying motives or causes; making inferences and finding evidence to support generalizations.

Level 4: Key Words include: Analyze, assumption, categorize, classify, compare, conclusion, contrast, discover, distinguish, divide, examine, inspect, simplify, survey, take part in, test for

Use these Instant Objectives:

The student will be able to:

- Discover the process by examining the individual components of the ...
- Classify the .. into elements
- Conclude that ... will happen if the following steps occur
- Examine the relationship between ...
- Categorize the parts of the ...

5. At the Synthesis Level: the learner compiles information together in a different way by combining elements in a new pattern or other solution.

Level 5: Key Words include: Adapt, build, change, choose, combine, compile, compose, construct, create, design, develop, elaborate, estimate, formulate, imagine, improve, invent, make up, maximize, minimize, originate, plan, predict, propose, solve, solution, suppose, theorize, test,

Use these Instant Objectives:

The student will be able to:

- Discuss the changes needed to solve...
- Choose the most efficient way to....
- Invent a new technique to...
- Modify the plan to...
- Minimize the loss or risk by ...
- Combine the right techniques to ...
- Improve the efficiency by...
- Propose effective strategies to
- Adapt a new way to
- Design a new approach to resolving...

6. At the Synthesis Level: the learner presents and defends opinions by making judgments about information, validity of ideas or quality of work.

Level 6: Key Words include: Agree, appraise, assess, award, choose, conclude, criticize, decide, deduct, defend, determine, disprove, dispute, estimate, evaluate, explain, influence, interpret, judge, justify, measure, mark, rate, recommend, rule on, perceive, prioritize, prove, select, support, value

Use these Instant Objectives:

The student will be able to:

- Provide reasons to agree with the ...
- Offer opinions on the effectiveness of specific wording to customers.
- Estimate the amount of time it takes to...
- Recommend effective strategies or tactics to complete work more efficiently.
- Recommend three approaches to...
- Rate the effectiveness of ...
- Defend the actions of ...
- Evaluate representative / client conversations for ...
- Assess the value of ...

A closing note on writing objectives....

Don't use more than 3-5 objectives per unit of instruction. If there are more than that, consider breaking that unit into two parts. And even though we would like to think that we live in a perfect world and the learners need to achieve competence up to Level 6 - that's not reality. Be happy if you can get them to solidly achieve typical goals of Levels 1 - 4.

About the Author

Learn about becoming a Certified Wireless Network Trainer and educating others in wireless.

Source: <http://www.productsherbal.com>