

ACTIVITY: Practice Writing Training Objectives

Instructions: Record your answers to questions 1-4 and rewrite the poorly written training objective below. If needed, use the handouts: Writing Training Objectives: An Example and Verbs for Use in Stating Training Objectives. Be prepared to share your responses and suggested training objective with the large group.

Review each training objective and identify what is missing from each objective by placing an “X” in the appropriate column. Select all that apply.

	Who	Does what	Conditions	Criteria	By when
1. After working with a partner to review the case scenario, the trainees will identify barriers to appropriate hand washing.	The trainees	Identify barriers to appropriate hand washing	Using the case scenario and working with a partner	_____	After the case scenario
2. CCHCs will be able to develop training objectives that include all 5 necessary components, using the handout.	CCHCs in attendance	Will be able to develop objectives	Using the handout	That include all five necessary components	_____
3. By the end of the training, the trainees will be able to list at least four out of eight tasks in the Plan step of the ISD process.	The trainees	List the tasks in the Plan step of the ISD process	_____	List at least four out of eight steps	By the end of the training
4. Given an approved medication measuring spoon, the trainees will be able to measure medicine after practicing in small groups. .	The trainees	Will be able to measure medicine	Given an approved medication measuring spoon	_____	After practicing in small groups

Poorly written training objective:

The trainee will understand the proper hand washing procedure.

Revised training objective: