VALIDATE COURSE CHECKLIST

DESCRIPTION

The Validate Course Checklist is used by the Training Department to assess the instructional soundness of a course and its impact on job performance.

HOW CAN YOU USE IT?

❑ To review both new and existing courses.
❑ As a guide of what to include in your end-of-course evaluation forms.
❑ To assess the value of your current end-of-course evaluation forms.
❑ As a guide for interviewing learners about their satisfaction after a course.

TIP

Use the checklist to evaluate off-the-shelf courses or programs that have been custom designed by vendors.

NOTE

The New Trainer's Survival Skills workshop is an essential "how-to" workshop that provides a step-by-step process for the analysis, design, development, delivery, and evaluation of any training program.

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VALIDATE COURSE CHECKLIST

CRITERIA	YES	NO
1. Content targeted to the experience level of the learners.	☐	☐
2. Content based on job tasks.	☐	☐
3. Adequate time spent on tasks that are likely to be difficult to learn.	☐	☐
4. Steps broken down into how-to instructions.	☐	☐
5. Structure of course follows structure of job.	☐	☐
6. "Nice-to-know" information at a minimum.	☐	☐
7. 1/3 of time spent on presentation of content.	☐	☐
8. 2/3 of time spent on practice and feedback.	☐	☐
9. Content reviewed at regular intervals.	☐	☐
10. Exercises simulate the tasks.	☐	☐
11. Course has been validated by technical experts and end users.	☐	☐
12. Principles of adult learning built into the course.	☐	☐
13. Course materials designed to be job aids.	☐	☐
14. Activities built in to aid transfer to the job.	☐	☐

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