

Worksheet 1: Writing Your Objectives

In order to have a successful training, you need to have SMART Objectives and that requires staff involvement. Inviting them into the process is the first step!

Instructions: Below you will find components from our Training Plan. Based on your Needs Assessment (Homework 2), fill in the worksheet and then take it back to your staff for discussion. This worksheet will help you to prepare for your Training. Use the format below for each potential training topic.

SMART

- ✓ Specific
- ✓ Measurable
- ✓ Agreed Upon
- ✓ Realistic
- ✓ Time Specific

1. Proposed Training Topic:

2. Proposed Training Objectives:

A. By the end of this training, participants will be able to...

B.

C.

3. Target Audience (Who will participate?)

4. Resources and Logistics (When will we do the training and for how long?)