

A Training Program Instructional Design Checklist (An *Infoline* Job Aid)

Instructions

Use this checklist to track your progress in developing lessons, courses, or training programs. This job aid is organized by the analysis, design, development, implementation, and evaluation stages of the instructional design process. Check off each item as it is completed. Keep the completed checklist as a reminder of program aspects that need to be evaluated.

For more information, see *Infoline* No. 259706, “Basics of Instructional Systems Development.” Purchase this issue as a downloadable PDF or order the print version [here](#).

Job Aid

A Training Program Instructional Systems Design Checklist

Use this checklist as a guide to track your progress in developing lessons, courses, or training programs. You can also use the completed checklist as a reminder of program aspects that need to be evaluated.

Course/Program Title: _____

Analysis

- Organizational needs have been determined.
- Program goals have been set.
- Training population needs have been defined.
- On-hand resources have been determined.
- Constraints have been identified.
- Job(s) have been broken down into tasks or responsibilities.
- Tasks have been broken down into skills and knowledge.
- Job performance standards have been identified.

Design

- Objectives reflect organizational needs and goals.
- Objectives reflect training population's needs.
- Test item(s) have been written for each objective.
- Each test item matches its related objective.
- Training strategies reflect resource constraints, but honor population needs.
- Logical training sequence has been determined.

Development

- Training materials support objectives.
- Media selection is appropriate for objectives.
- Media selection reflects resource constraints.
- Evaluation forms are prepared.
- Training documentation tracks participant's progress.
- Course documentation meets organizational documentation needs (for planning, legal, other purposes).

Implementation

- Qualified instructors have been selected.
- Problems with the training design or materials are recorded.
- As they become necessary, revisions are made in the program—up to and throughout implementation.

Evaluation

- Evaluation plan was carried out.
- Evaluation data were used to make refinements or corrections in the course or program.