Your Learning Design – *a checklist*

	Ask yourself…
Safety	How do you provide for <u>safety</u> in all its dimensions for the learners? *Consider*: learning environment, language/terms, use of themes and issues important for this particular group, transparency, etc.
Respect	How do you demonstrate <u>respect</u> for the participants' previous experience & expertise, as well as the situation, learning styles, and interests?
Immediacy	How do you ensure that the design is <u>immediate</u> – both during the session and afterwards?
Relevance	How do you ensure that the learning is <u>relevant</u> to the needs, interests and situations of the learners as individuals and a group?
Inclusion	How does everyone feel <u>included</u> throughout? *Consider*: safety issues, level of engagement, gender, age, etc.
Engagement	Are the learners fully <u>engaged</u> in the learning process? How?
Open Questions	Are <u>open questions</u> used to engage learners in their learning and make the learning relevant, authentic and meaningful?
Warm-ups	Are purposeful <u>warm-ups</u> used?
Learning Needs Assessment	Is there a plan for an in-depth <u>learning needs and resources assessment</u>? Will it collect valuable information about all steps in the designing process?
Holistic Teaching and Learning	Does the design meet the needs of Cognitive (the head: knowledge), Affective (the heart: attitudes), and Psychomotor (the hands: skills) <u>learning domains</u>, to ensure holistic teaching and learning?
Learning-Centered	Are the learners invited to participate in their own learning process? What did you do to ensure a <u>learning-centered</u> approach was used throughout?
Learning Tasks	Is the design written with <u>learning tasks</u> (i.e. not only lectures or PowerPoint)? Are the instructions for the learners clear and visible?
4A Model	Does the design follow a <u>4A approach</u> (Anchor, Add, Apply, Away)?
8 Steps of Design	Did you fully flesh-out the <u>8 steps of design</u>, so the event, time and place are all understood and work to support the learner and maximize learning? Which step needs more information and how will you get it?
Authenticity	Is it clear that the needs of each learner is the focus of all the work, content, and time together? Does it feel <u>authentic</u>?