

## The Eight Steps of Design©

<p><b>WHO?</b> All Participants</p>	<p>Who is coming to this class/program? What do they do? What experiences have they had related to this topic? What are their positions, or what work do they do?</p>
<p><b>WHY?</b> The Situation</p>	<p>Name the situation that calls for this training. Think of it in terms of the learners' needs, your interest in teaching this topic and the organization's expectations. What is it that makes this workshop necessary now?</p>
<p><b>WHEN?</b> The Time Frame</p>	<p>What is the length of time (such as fifty minutes or two days) available for the learning and teaching? What time of day or part of the day or time of year will it take place? What else about the time might influence the learners' ability to fully participate?</p>
<p><b>WHERE?</b> The Venue</p>	<p>Location and characteristics of the space that might make a difference to your design: windows, seating areas, noise, accessibility, tables, etc.</p>
<p><b>SO THAT?</b> Transfer objectives</p>	<p>As a result of the learning in this time-limited event, what will participants do differently back at work? How will these new actions influence the bigger picture <u>after</u> this event?</p>
<p><b>WHAT?</b> The Content</p>	<p>The content includes the skills, knowledge and attitudes (SKAs) that will be taught in the program.</p>
<p><b>WHAT FOR?</b> Achievement-Based Objectives</p>	<p>What the learners will DO with the content (WHAT) during the course. (<i>By the end of this event, learners will have...</i>). Achievement-Based Objectives (ABOs) use action verbs to connect to the content.</p>
<p><b>HOW?</b> The Learning Tasks</p>	<p>How the learners will accomplish the objectives during the course. In this Guide, we will use the 4 A Model for designing learning tasks.</p>