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Constructing Learning Objectives

It is essential that learning objectives be written from the learner's perspective, not the educator's view. These objectives should clearly state what a participant will know or be able to do as a result of attending the course.

Step 1

Learning objectives typically complete a statement. The statement links the event to the participant. Example: At the end of this course, participants will be able to OR Upon completion of the conference, participants should be able to...

Step 2

Connect the statement created in the previous step to an action verb. This word represents what the participant will be able to do or the action they will be able to undertake. Avoid using vague or abstract words such as believe, value, appreciate, etc.

Example:

Assess	Analyze	Compare
Demonstrate	Diagnose	Differentiate
Explain	Establish	Identify
Integrate	Manage	Organize
Plan	Recommend	Select

Step 3

End the sentence with the details of what the participant will be doing when they are demonstrating the action. The detail should be specific and refer to the outcome of the learning objective.

Some Examples of Completed Learning Objectives

Personal Knowledge Management

At the end of this course, participants will be able to:

- Identify skills related to the creation and use of knowledge that is relevant and important to them (and those that are not)
- Describe the knowledge transfer/translation process when dealing with information
- Apply methods that will allow for the creation, gathering, distribution and use of knowledge and information

Gap Analysis

At the end of this course, participants will be able to:

- Understand the difference between subjective and objective needs assessment and the importance of both
- Utilize methods to identify the gap between current and desired skill/competency level
- Access resources to assist in filling in areas where a gap in knowledge or skill has been identified.