

Creating Learning Objectives

It is essential that learning objectives be written from the learner's perspective. Objectives should clearly state what a participant will know or able to do as a result of attending an event or sessions.

Step 1

Learning objectives typically complete a statement.

At the end of this session, 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, be aware of, be familiar with etc.

Examples:

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.

Examples:

Personal Knowledge Management

At the end of this session, participants will be able to

- identify skills related to the creation and use of knowledge that is relevant and important to them
- describe the knowledge transfer/translation process when dealing with information and
- apply methods that will allow for the creation, gathering, distribution and use of knowledge and information.

Gap Analysis

At the end of this session, participants will be able to

- understand the difference between subjective and objective needs assessment and the important of both
- utilize methods to identify the gap between current and desired skill/competency and
- access resources to assist in filling in areas where a gap in knowledge or skill has been identified.

Lists of Verbs for Formulating Learning Objectives

The following verbs have been found to be effective in formulating learning objectives:

1. Those that communicate knowledge:					
Information					
Cite	Identify	Quote	Relate	Tabulate	Count
Indicate	Read	Repeat	Tell	Define	List
Recite	Select	Trace	Describe	Name	Recognize
State	Update	Draw	Point	Record	Summarize
Write					
Comprehension					
Assess	Contrast	Distinguish	Review	Classify	Describe
Demonstrate	Estimate	Review	Translate	Compare	Differentiate
Estimate	Interpret	Compute	Discuss	Extrapolate	Report
Express	Predict	Interpolate	Restate	Associate	
Application					
Apply	Employ	Match	Relate	Sketch	Calculate
Examine	Operate	Report	Solve	Choose	Illustrate
Order	Restate	Translate	Complete	Interpolate	Practice
Review	Treat	Demonstrate	Interpret	Predict	Schedule
Use	Develop	Locate	Prescribe	Select	Utilize
Analysis					
Analyze	Criticize	Diagram	Infer	Contract	Deduce
Debate	Differentiate	Inspect	Contrast	Detect	Experiment
Distinguish	Inventory	Separate	Question	Appraise	Measure
Synthesis					
Arrange	Construct	Formulate	Organize	Produce	Assemble
Create	Generalize	Plan	Propose	Collect	Design
Integrate	Prepare	Specify	Combine	Detect	Manage
Prescribe	Validate	Compose	Document		
Evaluation					
Appraise	Critique	Evaluate	Rank	Score	Assess
Decide	Grade	Rate	Select	Choose	Determine
Judge	Recommend	Test	Compare	Estimate	Measure
Revise					
2. Those that impart skills:					
Demonstrate	Hold	Massage	Pass	Visualize	Diagnose
Integrate	Measure	Write	Diagram	Internalize	Operate
Project	Empathize	Palpate	Record	Listen	
3. Those that convey attitudes:					
Acquire	Exemplify	Plan	Reflect	Transfer	Consider
Modify	Realize	Revise			
These words are better avoided					
Appreciate	Have faith in	Know	Learn	Understand	Believe