TRAINER'S TOOLKIT

Turn an objective into an activity

Design practice that lets learners demonstrate the intended skill.

STEPS + EXAMPLE + WORKSHEET

When to use this tool

- **Use it before**

  Building slides or choosing a workshop game.

- **For trainers**

  Connect one objective to one practice task.

- **For learners**

  Ask what you should be able to demonstrate afterwards.

The practical framework

- **Action**

  What will the learner do?

- **Conditions**

  With which information, tools or support?

- **Criteria**

  What will count as an acceptable attempt?

Start with these steps

- **Write the objective**

  Use a visible action such as compare, draft or demonstrate.

- **Create the task**

  Give learners a realistic problem that requires that action.

- **Define the check**

  Choose two or three criteria before the activity begins.

Put it into practice

- **Run a first attempt**

  Give clear instructions and a short time limit.

- **Offer specific feedback**

  Point to the criteria and one useful adjustment.

- **Repeat with a variation**

  Change the example so learners must apply the skill again.

A worked example

- **Illustrative example**

  Objective: draft a clear customer follow-up from a short case.

- **Practice**

  Write the message, exchange drafts, then revise.

- **Three checks**

  Accurate summary; named next action; clear deadline.

Your reusable worksheet

Learner action

Conditions + materials

Two or three criteria

Practice task + duration

Feedback + second attempt

Your next step

Choose one task.

Use the tool.

Review what happened.

Follow Tibyan for three practical development tools each week.

Original educational worksheet by Tibyan. Examples are illustrative.

Further reading:

CDC: Learning Objectives