



Greetings,



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Thank you for participating in my presentation on designing quality into your learning experience in the Learning Design Summit and I hope you found it useful. If you would like to refer back to the presentation material, you should be able to find it at

<https://prezi.com/view/TxgE7tNcl7HxEEdNEhQCM/>.

The recording of the presentation is also available.

In the following pages, I would like to share a few reminders of the key points and a little chart that you are free to copy and use when creating new courses.

Yours,



Checklist for new courses

- Objectives are defined
- Key messages are defined
- Deliverables / outcomes / take-aways are defined
- Method of delivery is defined
- Timing is defined
- Audience is defined
 - Expected level of knowledge
 - Expected cultural references
- Flow of top-level topics is defined
- Course includes
 - Theoretical concepts
 - Practical implementation
 - Personal references
 - Statistics
 - References and evidence
- Introduction includes
 - Personal story / history
 - Justification of authority to teach
 - Expected outcomes and results
 - Explanation of the course structure
 - Introduction of key messages
- Main section includes
 - Personal stories
 - Practical implementation
 - Supporting theories
 - Evidence
 - Metrics
- Conclusion includes
 - Personal conclusions
 - Recap of key messages
 - Request for feedback
 - Next steps and/or takeaways
- Course has been reviewed
 - By expert for content
 - By sample (“typical”) student for comprehension
- Delivery has been rehearsed and is well known



Course Structure Template

<i>Section</i>	<i>Topic</i>	<i>Timing*</i>	<i>Delivery†</i>	<i>Notes</i>	<i>Reviewed by</i>

* Recommended time: slots of 20 minutes for face-to-face, 7 minutes for online

† Methods of delivery include graphics, talk, animation, text, practical exercise, etc.



Section	Topic	Timing [†]	Delivery [†]	Notes	Reviewed by