

# Learning Objectives

Resources extracted from NAFSA Presenters and Trainers Handbook: "Key Components of Presenting and Training". To access full guide, see [http://www.nafsa.org/File/ac\\_presenting\\_training\\_guide.doc](http://www.nafsa.org/File/ac_presenting_training_guide.doc)

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## Key Components of Presenting and Training

Foundations of Training	1. Adult Learning
	2. Learning Styles
	3. Assessment
Training Design	4. Learning Objectives
	5. Presenting and Training Approaches
	6. Session or Workshop Design
	7. Training Transfer
Training Delivery	8. Visuals
	9. Site Preparation
	10. Presenting and Training Skills

## 4. Objectives

**What:** Objectives are what the audience should know or be able to do at the end of your session or workshop. Objectives can be designed to build knowledge and skills.

**Why:** Objectives set the direction of the session or workshop and keep the presentation or training focused.

**How:** To develop objectives focus on these two steps:

1. Identify a skill that participants need to know how **to do**
2. Determine what they need **to know** in order to do that skill effectively

This puts an emphasis on participants acquiring skills, rather than simply receiving knowledge. For example:

*Participants will be able to improve their recruiting strategies by using their institutional mission to garner interest.*

**Try:** Use the common verbs list below to help you focus on the knowledge and skills you want to teach in your session or workshop.

Topic:	
Skill/Objective	Knowledge/Content
<i>What do participants need to know how to do?</i>	<i>What do participants need to know or know about in order to do it well?</i>

**Apply:** Consider selecting from the Common Verbs below to create objectives for your workshop or session:

### Common Verbs for Active/Skill-Based Learning Objectives

Knowledge	Skills
Select	Design
Define	Operate
Identify	Set Up
List	Practice
Name	Organize
State	Exhibit
Compare	Review
Distinguish	Recite

Contract	Play
Read	Diagram
Demonstrate	Draw
Relate	Compose
Group	Realign
Estimate	Affix
Reflect	Put
Solve	Take
Employ	Write
Complete	Prepare
Classify	Dramatize
Apply	Build
Illustrate	Choose
Synthesize	Manipulate
Analyze	Rearrange
Design	Employ
Edit	
Add	
Delete	
Examine	
Organize	
Change	
Develop	
Review	
Diagnose	

**Learn more about:**

 [Learning Objectives Samples](#)

**Training Tip:** Avoid having too much content for the time allotted; focus on what content has to be covered. Consider what people need to know to meet the objectives, and what would be nice to know but not required to meet the objectives.