Writing Training Session Objectives

Training session objectives describe the expected learning that will take place because of taking the workshop. The objectives are not a list of topics, but rather a comprehensive list of demonstratable knowledge, skills and abilities that will be addressed during the workshop.

Training session objectives are concise action-oriented statements that describe training outcomes - they are the destination that your training session design should lead to. Training session objectives should avoid using passive verbs like "know" or "understand" (e.g., "…the student will be able to understand…"). Effective training session objectives are written using verbs that signify the specific knowledge, skills and abilities that will be addressed (e.g., "…the student will be able to develop…") Below is a representative list of these kinds of verbs.

Knowledge: What a participant needs to know about a particular topic to perform their role and achieve coalition goals.

Participants will be able to:

Access	Differentiate	Interpret	Recognize
Clarify	Discuss	Justify	Report
Compare	Distinguish	Label	Restate
Define	Explain	List	
Describe	Identify	Name	

Examples:
Participants will be able to:
- Describe how the Strategic Prevention Framework is used to guide coalition efforts to achieve community-level changes in youth substance use.
- Compare different data collection techniques used to identify risk and protective factors in a community.
- Explain how a coalition can use evidence-based environmental strategies to address specific local conditions on their logic model
- Access information on how to apply for specific community foundation grants

Skills: The attributes that a participant needs to perform specific tasks.

Participants will be able to:

Analyze	Diagnose	Integrate	Summarize
Arrange	Display	Measure	Translate
Communicate	Draw	Organize	Validate
Convey	Estimate	Record	Visualize
Delegate	Examine	Report	Write
Design	Help	Review	

Examples:
Participants will be able to:
- Analyze community needs assessment data to identify priority problems to address
- Draw a community map which identifies resources and protective factors in the community
- Design a comprehensive set of evidence-based strategies to address a local condition
- Convey messages to coalition members verbally and in writing
- Write SMART long-, intermediate- and short-term objectives based on the coalition logic model

Abilities: How a participant will apply knowledge and skills to perform specific tasks.

Participants will be able to:

Adjust	Construct	Formulate	Record
Assess	Deliver	Foster	Report
Build	Demonstrate	Integrate	Select
Combine	Develop	Modify	Teach
Choose	Engage	Operate	Test
Calculate	Enhance	Perform	Use
Create	Examine	Prioritize	
Complete	Execute	Produce	

Examples:

Participants will be able to:
- Develop clear bylaws of coalition governance and job descriptions for coalition members
- Foster broad and deep volunteer coalition leaders from among coalition members
- Prioritize evidence-based environmental strategies to address local conditions based on community input and existing resources
- Use collaborative decision-making techniques to increase coalition member ownership