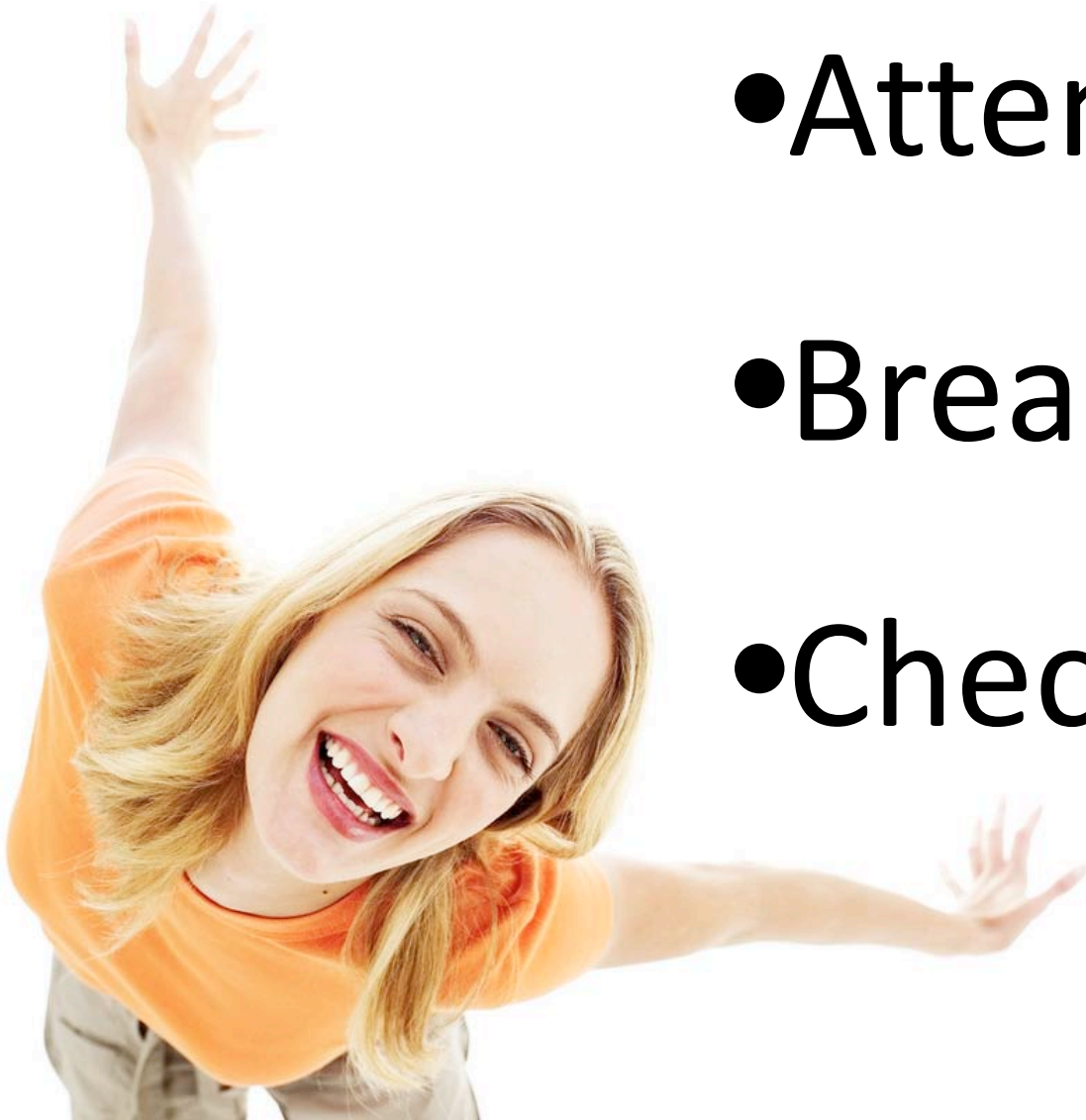


- Attention
- Breakdown
- Check



- **W**hat
- **I**nterest
- **N**eed
- **O**bjective
- **R**ange



- An objective is a statement of the goal to be achieved by the trainee at the end of the session in terms of recall and understanding
- Objectives should be SMART
  - Specific
  - Measurable
  - Achievable
  - Realistic
  - Time bound
- Rules for writing objectives



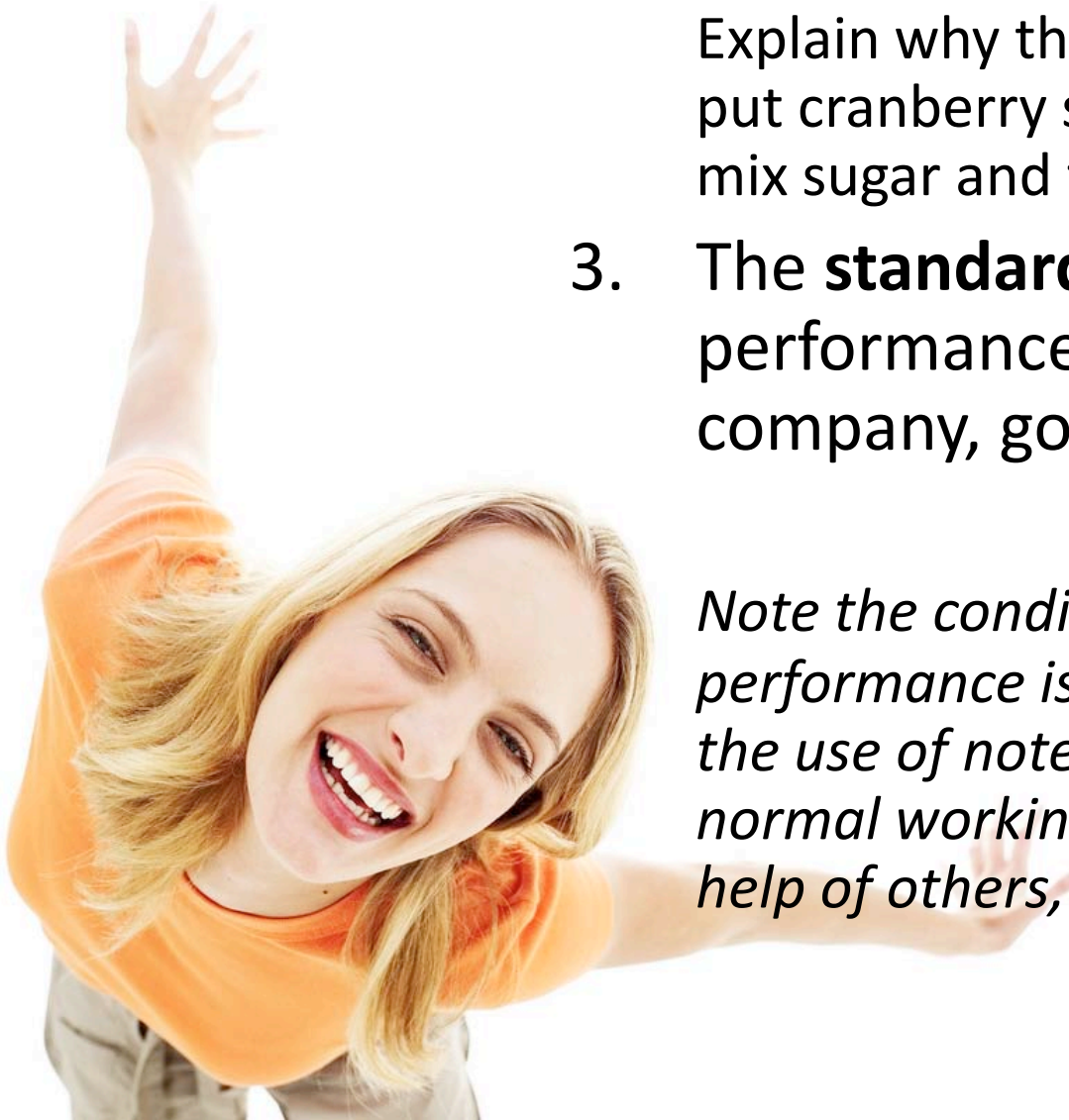
1. The **performance** (do, action, see, hear, measure) or behaviour of the trainee when demonstrating their improved ability and understanding. This is measurable by using performance words:

- List
- Write
- Identify
- State
- Prepare
- Construct
- Describe
- Explain
- Demonstrate
- Define



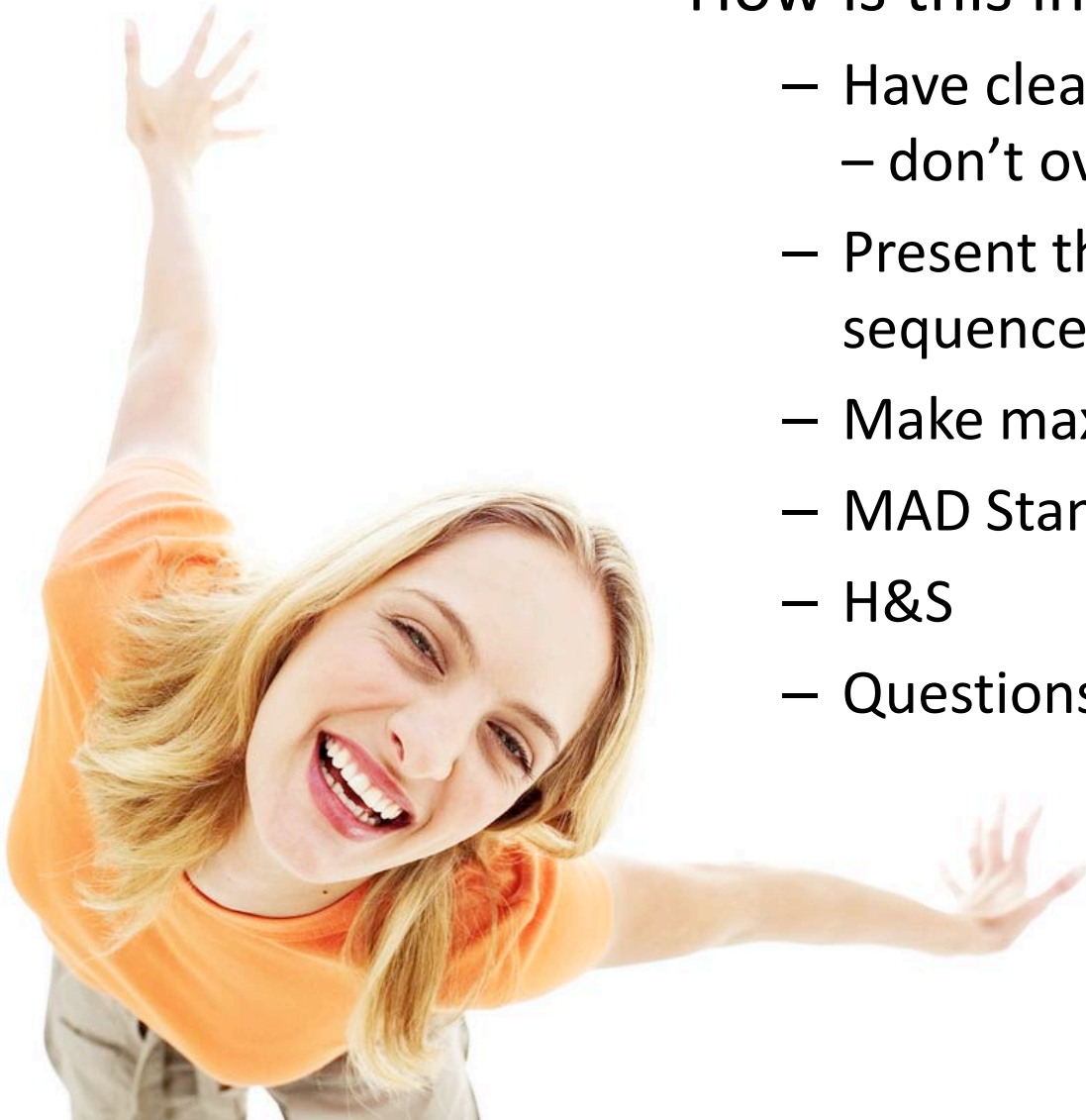
2. Test **understanding** as well as recall.  
Explain why they do something e.g. Don't put cranberry sauce on fish – why? Don't mix sugar and fish
3. The **standard** to which the performance must comply – company, government etc

*Note the conditions under which the performance is to take place e.g. without the use of notes/reference material, under normal working conditions, alone/with the help of others, may also be included*



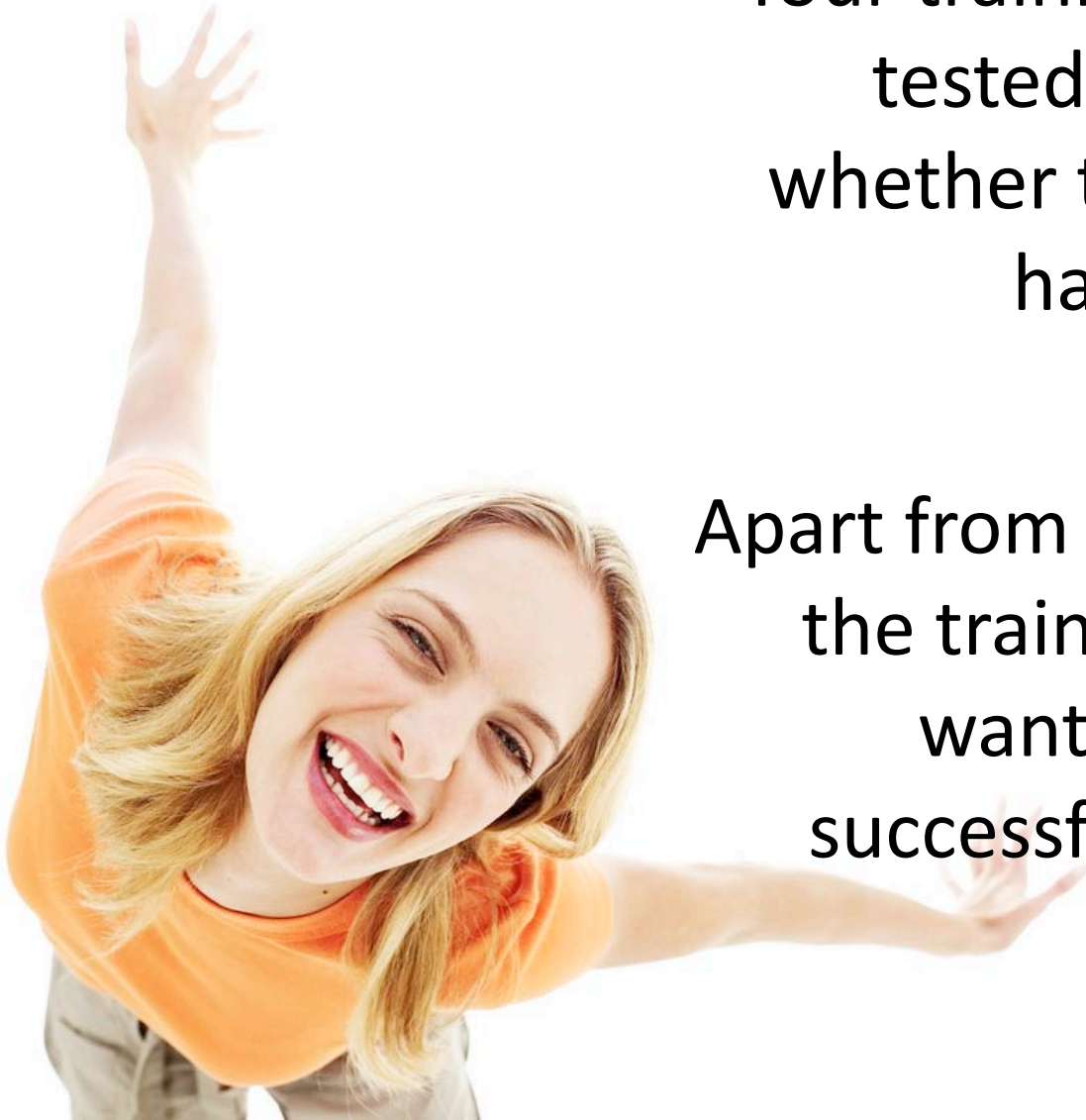
## How is this information presented?

- Have clearly defined steps & stages
  - don't overload
- Present the information in a logical sequence
- Make maximum use of visual aids.
- MAD Standards
- H&S
- Questions



Your training session must be tested at the end to see whether the stated objectives have been met.

Apart from finding out how well the trainees have done, you want to find out how successful your training has been.



- **Closed Questions**

- **Open Questions**

What

Where

When

Why

Who

How

