CREATING YOUR COURSE USING
THE A.D.D.I.E MODEL OF INSTRUCTIONAL DESIGN

Analyze
- Conduct a Needs Analysis:
  - Who needs the training?
  - Why do people need the training?
  - What skills need to be learned?
  - Determine course goals
- When will they need the new skills?
- Where may the training be conducted?
- How may the new skills be taught?

Design
- Translate course goals into performance outcomes and course objectives
- Write learning objectives — Specify the behavior, condition and standard
- Determine topics to be covered and how much time will be spent on each
- Create lesson plan
- Identify learning activities and exercises to be used
- Identify assessment instruments
- Select media

Develop
- Prepare draft materials and activities
- Try out materials and activities with target audience members
- Revise, refine and produce materials and activities
- Produce instructor training materials if needed

Implement
- Deliver training
- Provide help or support as needed

Evaluate
- Use Kirkpatrick's 4-Level Model of Evaluation to assess the program:
  - Level 1: Did the participants react positively to the program?
  - Level 2: Did the participants learn the skills taught in the program?
  - Level 3: Did the participants' behavior on the job change as a result of the program?
  - Level 4: Did the change in behavior affect the organization positively?