

## Worksheet for Designing Learning Activities

To help you in planning your learning activity, answer each of the following questions.

### Activity Description (write this last)

Describe the activity in one or two sentences that will generate interest. What kind of learning activity is it? What are learners expected to do? What, in general, will they be learning? Just for fun, you might try writing it as a motivating advertisement.

1. Which learning outcome(s) will the activity address? In other words, what primary skills and knowledge do you want them to learn? What practice will the activity provide?

2. Are there any secondary skills or non-technical competencies you want students to develop? (for example, critical thinking, communication skills, teamwork, leadership, decision-making, etc.)

3. What are the characteristics of your participants? (Knowledge level, language level, homogeneity, etc.)

4. What learning solution, mode of delivery, or training context will be used? (Classroom, online synchronous, online asynchronous, on-the-job, etc.)

## WMO Resources for Trainers

5. Which active learning tactic(s) will you use? (See the resource [Active Learning Tactics and Strategies](#))

6. How will participants be grouped? (Full group, small groups, individual, etc.)

7. What instructions will you provide to participants in the activity?

8. How will participants interact with the other participants and with facilitators in the activity?

9. What supporting resources are required? (For example, data, instructions, technologies, instructional resources, etc.)

10. What is the role of the teacher or trainer in initiating the activity?

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11. How will the teacher/trainer monitor and manage the activity to ensure it stays on track?

12. How will you debrief or summarize the activity with participants to be sure they have learned?

13. How will you know if the activity was successful? Will any form of assessment be used within the activity or afterward?