

## How to Create Learning Objectives for an Education Session

1. Start with the goal of the session. What is it that you want to accomplish?

Goal example: *I want my attendees to be able to clearly communicate.*

2. Create a main objective using these three questions.
  - a. **What needs to be learned?** A clear objective is to state what the learner will be able to **DO** with the information they are presented.
  - b. **How will it be measured or confirmed?** Objectives should be measurable and demonstrate the attendee has learned the designated topic or subject.
  - c. **Who needs to learn it?** As a chapter, you are most likely to have CDM's attending your meeting. Or perhaps the course is geared towards volunteers.
3. Be specific when creating the objective. What is it they will learn? How will it be measured?

**Objective example:**

By the end of the session, **ANFP volunteers** will be able to list the **7 C's of communication**.

Who needs to learn

How it is measured

What needs to be learned.

4. Use verbs that will demonstrate what the learner will be to **DO** following the session. Below are many action verbs that allow the learner to measure their understanding.

Classify	Apply	Analyze	Assemble	Arrange	Appraise
Convert	Change	Breakdown	Categorize	Define	Argue
Defend	Compute	Calculate	Collect	Describe	Assess
Discuss	Demonstrate	Categorize	Combine	Duplicate	Choose
Distinguish	Discover	Contrast	Comply	Identify	Compare
Estimate	Employ	Criticize	Compose	Label	Describe
Explain	Illustrate	Diagram	Construct	List	Estimate
Express	Manipulate	Differentiate	Create	Match	Evaluate
Extend	Modify	Discriminate	Design	Memorize	Judge
Give example(s)	Operate	Examine	Develop	Name	Justify
Indicate	Practice	Experiment	Devise	Order	Interpret
Locate	Predict	Model	Explain	Outline	Relate
Paraphrase	Prepare	Outline	Formulate	Recognize	Predict
Recognize	Produce	Point out	Generate	Reproduce	Rate
Review	Relate	Question	Plan	Select	Summarize
Translate	Schedule	Separate	Rearrange		Support
	Show	Subdivide	Reconstruct		
	Sketch	Test	Relate		
	Solve		Reorganize		
	Use		Summarize		
			Tell		
			Write		

5. Avoid using verbs that are not measurable. Objectives should be free of vague or ambiguous words or phrases. These words should be avoided:

Intelligence	Believe
Recognize	Hear
Comprehend	Learn
Know	Realize
See	Capacity
Conceptualize	Experience
Listen	Perceive
Memorize	Understand
Think	Feel

Other phrases to avoid

To Become	Cognizant of
Appreciation for	Enjoyment of
Acquainted with	Conscious of
Adjusted to	Familiar with
Awareness of	Interest in
Capable of	Interested in
Comprehension of	Knowledge of
Knowledgeable about	Understanding of

6. Fill in the blanks to create your own objective.

\_\_\_\_\_ will be able to \_\_\_\_\_ the \_\_\_\_\_ by the end of the session.  
(who) (measurable verb) (what are they learning)

For additional information on how to write learning objectives, please go to the following website:

<https://tips.uark.edu/using-blooms-taxonomy/>