

ADDIE Model Worksheet

(Analyze • Design • Develop • Implement • Evaluate)

A – Analyze

Goal: Understand the problem, audience, and desired outcomes.

Questions to Consider:

- What problem are we trying to solve with this training?
- Who is the target audience? (e.g., age, background, job role, prior knowledge)
- What do they need to know or be able to do after the training?
- What are the performance gaps or challenges?
- What data or evidence supports the need for this training?

Notes:

D – Design

Goal: Plan learning objectives, structure, and assessment.

Questions to Consider:

- What are the measurable learning objectives?
- What instructional strategies will best fit the audience?
- What sequence of topics makes the most sense?
- What types of assessments will show mastery?
- How long will the training last?

Notes / Draft Objectives:

D – Develop

Goal: Create and assemble the materials.

Questions to Consider:

- What materials, visuals, or media will you create?
- Who is responsible for developing each component?
- What tools or platforms will you use?
- How will you ensure accessibility and inclusion?

Checklist:

- Slides / visuals complete
- Handouts ready
- Assessments created
- Review complete

Notes:

I – Implement

Goal: Deliver or launch the training.

Questions to Consider:

- Who will facilitate the session?
- How will you prepare facilitators?
- What logistics are needed?
- How will you engage learners?

Action Plan:

E – Evaluate

Goal: Measure success and identify improvements.

Questions to Consider:

- How will you measure learning?
- How will you gather feedback?
- What worked well and what should change?
- How will you share results?

Evaluation Notes: