

PLI Faculty – Learning Effectiveness Checklist

This checklist will help you achieve your goals as an instructor. It is based on the scientific research on learning.

Preparing For Your Learning Session	Check off
1. Decide What to Teach: First, determine the real-world situations you want your participants to be able to perform in. Then, determine the key points they need to know to perform well in those situations. Think in terms of what you want participants to be able to <i>do</i> when they leave.	<input type="checkbox"/>
2. Focus on High-Priority Content: Your goal is NOT to cover tons of material. Instead, choose the highest-priority content and cover it well. For every hour, aim to cover 4-6 key points. Provide relevant realistic situations, examples and counter-examples, decision-making practice, and time for discussions that enable learners to fully understand the content.	<input type="checkbox"/>
3. Use Slides to Clarify and Highlight: Use clarifying visuals when possible, to help learners track the conceptual organization of your session, and to highlight key points. Slides should help learners understand – not remind you what to say.	<input type="checkbox"/>
4. Make Your Slides Effective: Make sure the words on your slides are readable (use sans-serif fonts, at least 20-24 point size). Go beyond text-heavy bullet points. Use visuals to make concepts and cases clear. Reveal (animate) bullet points and other slide objects one item at a time.	<input type="checkbox"/>
5. Use Hypotheticals: Develop hypothetical scenarios that highlight key points and require learners to make realistic challenging decisions.	<input type="checkbox"/>
6. Add Reinforcing Questions: For each of the 4-6 key points, develop a set of scenario-based decisions to help you determine whether learners have understood what you wanted them to understand. Plan to deliver these during the last 10-15 minutes of your hour-long session.	<input type="checkbox"/>
7. Think Two Audiences: You will have two audiences for your session — folks in the room and folks online. Reality-check your session design to ensure that both groups are included.	<input type="checkbox"/>
8. Practice Makes Perfect: Practice, practice, practice. Rehearse your session multiple times.	<input type="checkbox"/>
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9. Demonstrate Credibility: Ensure that your introduction will highlight your experience and support your credibility. Exude confidence. Demonstrate your credibility by sharing stories and experiences. Do NOT “tell” your credibility. Be authentic. Admit when you don’t know.	<input type="checkbox"/>
10. Encourage Questions: At the start of the session, tell learners they are encouraged to ask questions when they need clarification. After each topic, ask learners what questions they have.	<input type="checkbox"/>
11. Motivate Interest: Early on, make a case for why your topic is relevant, important, & interesting. Highlight specifically how it is relevant in real-world situations.	<input type="checkbox"/>
12. Support Learner Focus: Show slide items one at a time, so that learners know where to look as you talk. Scan your audience. If they seem confused, ask for questions and/or provide clarification.	<input type="checkbox"/>
13. Present Hypotheticals: Present your audience with hypothetical decisions to make. Consider using audience-response technology to get participants’ votes on these decisions.	<input type="checkbox"/>
14. Provide Meta-Instruction: As a panel member or chair, jump in with insights and information to clarify points or provide perspective on what fellow presenters have said.	<input type="checkbox"/>
15. Reinforce the Learning: At end of each topic, summarize key points. Use the last 20% of the session to ask learners to make a series of challenging hypothetical decisions, which summarize and reinforce key points that you previously discussed or hypotheticals you previously covered.	<input type="checkbox"/>