



ADDIE model

Sun, 19/10/2014 - 22:35 -- Ágnes Horváth-Szász

Type of tool:

Activity

Duration:

90-120 min

Topics addressed:

Evaluation

Intercultural learning

Peer Education

The ADDIE model is a framework, which represents a guideline for building effective training and performance support tools in five phases (Analysis, Design, Development, Implementation, Evaluation) that are tailor-made to the group's needs.

Aim:

To provide practical help how to build up and design a whole training plan matching to the participants' needs.

Step by step process:

ADDIE model

How to prepare, design and develop a training session

Kick off

Quick exercise to establish the topic and get participants warmed up to the session

ADDIE model - How to design and put training material together (preparation, design, creation, evaluation, feedback, timing)

Let's Start! Every participant gets a blank course design document. All the members will work on their hobbies/favourite activities during the session. During each stage of the model everyone needs to pick one card. On the card the circumstances of the presentation will be set. For example: who is your audience? What is your aim? What is your method? Based on the circumstances we cover all topics together and all participants need to summarize what they will do during the stages.

Analyse

Let's assess the needs - ask the participants how we can define the needs of the targeted group? (Objectives, learner skill levels, existing knowledge, goals and objectives, needs of the audience, learning environment, delivery options, timeline)

Levels: when discussing what kind of information we need ask them to categorize as per the

followings.

Organizational: business reason behind

Task: goals, objectives, learning environment, timeline, delivery options

Individual: learner skills, existing knowledge, needs of the audience

Key stages

- Gather information

 - o Content: what do they already know?

 - o Audience: size, motivation

- Determine training requirements

- Propose solution

- Calculate costs

- Choose and implement

Key deliverables: Training plan and training needs analysis

Design

This is the phase of specification of the learning objectives. It deals with learning objectives, assessment instruments, exercises, content, subject matter analysis, lesson planning and tool and method selection.

Objectives: what is expected to be known after? – should be SMART (discussion on what makes an objective SMART)

Key stages:

- Select appropriate delivery method

- Determine training structure and duration

- Establish an evaluation methodology

- Develop storyboard/Facilitator guide

Key deliverables: facilitator guide

Development

The creation phase.

Key stages:

- Create and assemble the content

- Develop training materials

- Run a training pilot (Trial and testing)

- Do not forget to review and revise according to feedback

Key deliverables: course material, training schedule

Implementation

Let's put it into action!

Key stages:

- Schedule your training!

- Print and prepare all the training materials!

- Send the meeting request! -Notify the learners

- Make it real

- Check learning outcomes - Testing/quizzes

Key deliverables: evaluation sheets, attendance form

Evaluation

When and how to ask feedback from participants? Ask participants how they gather feedback.

Key stages:

- collecting data

- Reviewing training effectiveness

- Formative and summative
- Have we reached the expected outcome? Why?

Key deliverables: evaluation results/report

Exercise with challenges

Ask all participants to put their challenges on a flipchart (problems they are struggling with). When everyone has a challenge let's grab post-its and try to reflect on the other's challenges. At the end we will have several scenarios for all the questions on the flip charts.

Closure- Summary and discussion on the covered topics.

Ask everyone to put the most useful topic on the flipchart - key takeaway exercise.

Materials and resources:

1 flipchart and colourful flipchart markers

handouts attached in a printed version (quantity depends on the number of participants)

Outcomes:

A desired outcome is that participants will have an insight into training creation, they will get hints and tips on how to build on an existing training material and make it an indeed useful training matching to the various needs that the members of the group can have.

Rating:

Average: 4.3 (3 votes)

Documents/handouts:

 [Course Design Template.doc](#) [1]

 [Delivery methods.docx](#) [2]

Source URL: <https://educationaltoolsportal.eu/en/tools/addie-model>

Links

[1] <https://educationaltoolsportal.eu/en/system/files/documents-handouts/Course%20Design%20Template.doc>

[2] <https://educationaltoolsportal.eu/en/system/files/documents-handouts/Delivery%20methods.docx>