Module 2 Backgrounder Template

1. Context

The required eight objectives may address eight different contexts.

Please complete 1 a, b, c, d accordingly (one organization or more than one, one client or more than one, etc.)

* 1. The training will occur in an organization involved in the “business” of:

	\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. My client is (position title):

	\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. My key contact person within the organization, if other than the client, is (position title):

	\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. My role as the writer of the learning objectives is (check one):
* Internal (on-staff) consultant
* External (for-hire) consultant
1. **Description of the situation**

Complete the following table (handwritten notes are acceptable) for each of the eight learning objectives:

(There is no need to be repetitive. For example, if all eight learning objectives are “real”, and contained within a single training session, you need only fill-in the table for objective #1 and cite “ditto” across the table for the remainder.)

**Example LO # 1 LO # 2 LO # 3 LO # 4**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Real or fictional LO?**For ex: *Real:*** | Real or fictional LO? | Real or fictional LO? | Real or fictional LO? | Real or fictional LO? |
|  Domain?**For ex: *Cognitive*.** |  |  |  |  |
| Why is the training being done? What is its “title”?**For ex: *This session on “communication skills” is based on a needs assessment (or is mandated training or …).*** | Why is the training being done?  | Why is the training being done?  | Why is the training being done?  | Why is the training being done?  |
| The learners’ occupational group?**For ex: *Reception staff.*** | The learners’ occupational group? | The learners’ occupational group? | The learners’ occupational group? | The learners’ occupational group? |
| # of learners per training session?**For ex: *10.*** | # of learners per training session? | # of learners per training session? | # of learners per training session? | # of learners per training session? |
| Special circumstances(if any)?**For ex: *The learners are inexperienced adult learners*** | Special circumstances(if any)? | Special circumstances(if any)? | Special circumstances(if any)? | Special circumstances(if any)? |

**Example LO # 5 LO # 6 LO # 7 LO # 8**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Real or fictional LO?**For ex: *Real*.** | Real or fictional LO? | Real or fictional LO? | Real or fictional LO? | Real or fictional LO? |
| Domain?**For ex: *Cognitive*.** |  |  |  |  |
| Why is the training being done? What is its “title”?**For ex: *This session on “communication skills” is based on a needs assessment (or is mandated training or …).*** | Why is the training being done?  | Why is the training being done?  | Why is the training being done?  | Why is the training being done?  |
| The learners’ occupational group?**For ex: *Reception staff.*** | The learners’ occupational group? | The learners’ occupational group? | The learners’ occupational group? | The learners’ occupational group? |
| # of learners per training session?**For ex: *10.*** | # of learners per training session? | # of learners per training session? | # of learners per training session? | # of learners per training session? |
| Special circumstances(if any)?**For ex: *The learners are inexperienced adult learners.*** | Special circumstances(if any)? | Special circumstances(if any)? | Special circumstances(if any)? | Special circumstances(if any)? |