

## **Course modification process – Guidelines**

To keep our training relevant, up-to-date, and based on lessons learned, we aspire to update content on a regular basis. The guidance below outlines the steps to be taken by a technical team (subject matter expert) and a learning team.

When making any modifications, it is recommended to follow this structure of a course session:



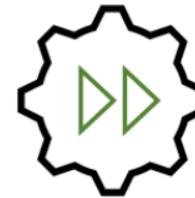
1. Review Objectives



2. Engage the Audience



3. Present Information



4. Facilitate Activities



5. Debrief



6. Check for Understanding



7. Recap

Step	Technical team role	L&D (Consultant) role	Related tools and templates
1. Identify learning needs	<ul style="list-style-type: none"> <li>- Identify potential learning needs from strategic priorities, organisational requirements and movement initiatives</li> <li>- Inform L&amp;D of the identified need as soon as possible</li> </ul>	<ul style="list-style-type: none"> <li>- Develop and implement additional learning needs assessment, as required</li> <li>- Lead a discussion to identify the best modality to meet this learning need</li> </ul>	<ul style="list-style-type: none"> <li>- For participatory learning needs analysis, consult <a href="https://surgelearning.ifrc.org/media/35">https://surgelearning.ifrc.org/media/35</a></li> <li>- Sample LNA questions</li> </ul>
<p><b>Where there is agreement that the best approach to meet the identified learning needs is through a formal training, a review of existing internal (Movement) and external options will take place. Where the best option is to develop a new module or injects to the existing course, the following steps should then take place.</b></p>			
2. Decide which courses modifications should be made to	<ul style="list-style-type: none"> <li>- Review the existing courses, including their aim, objectives, target audience and description</li> <li>- Identify the course that better meets the needs</li> </ul>	<ul style="list-style-type: none"> <li>- Provide guidance and materials on the existing courses.</li> <li>- Lead the decision making process, focusing on:                             <ul style="list-style-type: none"> <li>o Which course’s aim and objectives meet the identified learning need?</li> <li>o Do objectives reflect appropriate levels of learning for the target audience?</li> <li>o Is the proposed modification clear and appropriate?</li> </ul> </li> </ul>	Course materials
3. Develop session overview  (Note: you might not want to develop a whole session, but just modification to an existing session or a few injects)	<ul style="list-style-type: none"> <li>- Draft overview of the session/injects including:                             <ul style="list-style-type: none"> <li>o Session aim</li> <li>o Session objectives</li> <li>o Session duration</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Provide guidance and review session overview with focus on:                             <ul style="list-style-type: none"> <li>o Do session objectives reflect session aims?</li> <li>o Will session objectives lead to course objectives being met?</li> <li>o Do objectives reflect appropriate levels of learning in line with session aims?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Course Overview Template (Step 2)</li> <li>- Bloom’s taxonomy diagram</li> </ul>

<p>(For a structure of a full session, see the image below).</p>		<ul style="list-style-type: none"> <li>○ Are objectives in line with Bloom’s taxonomy?</li> <li>○ Are objectives realistic in time available?</li> <li>○ Does time allocation align with course aim and objectives?</li> <li>○ Do injects fit in in the overall scenario?</li> </ul>	
<p>4. Identify Key Learning Points (KLPs) and Methodologies</p>	<ul style="list-style-type: none"> <li>- Identify key learning points (min. one per session objective)</li> <li>- Identify proposed methodologies to use within each session and approximate time required for each</li> </ul>	<ul style="list-style-type: none"> <li>- Provide guidance and review KLPs and methodologies with focus on:             <ul style="list-style-type: none"> <li>○ Do KLPs align to objectives and aims?</li> <li>○ Do the proposed methodologies align with identified levels of learning?</li> <li>○ Are the proposed methodologies appropriate to the KLPs and topic?</li> <li>○ Are time allocations suitable to proposed methodologies?</li> <li>○ Do the KLPs and methodologies fit into the overall course and the agenda?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Course Overview Template (Step 3)</li> </ul>
<p>5. Develop full materials</p>	<ul style="list-style-type: none"> <li>- Develop:             <ul style="list-style-type: none"> <li>○ Detailed Session Plan</li> <li>○ PowerPoint (if required)</li> <li>○ Resources and handouts</li> </ul> </li> <li>- Request L&amp;D support and observation of practice sessions (if required)</li> </ul>	<ul style="list-style-type: none"> <li>- Provide guidance and review materials to ensure these:             <ul style="list-style-type: none"> <li>○ Are in line with the overall course</li> <li>○ Reflect adult learning principles</li> <li>○ Are complete, accurate and up to date</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Course Overview Template (Step 4)</li> </ul>

		<ul style="list-style-type: none"> <li>○ Are self-explanatory and ready to be used</li> <li>- Attend practice sessions to provide L&amp;D feedback</li> </ul>	
6. Pilot course review	<ul style="list-style-type: none"> <li>- Deliver the training according to the course materials</li> <li>- Ensure the modified part is included in the evaluation questions and reflected on in the trainer report</li> </ul>	<ul style="list-style-type: none"> <li>- Observe the pilot course and capture learning on the design and materials, if needed</li> </ul>	- Course Review Template
7. Evaluation and finalisation of training package	<ul style="list-style-type: none"> <li>- Review the evaluation results and make changes if required</li> </ul>	<ul style="list-style-type: none"> <li>- Analyse trainer, participant and observer feedback</li> <li>- Input to revision of training package as required (L&amp;D-specialist input)</li> </ul>	

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Surge Learning Toolbox: [surgelearning.ifrc.org](http://surgelearning.ifrc.org)

*We thank British Red Cross for sharing their Course Development process, which inspired the development of the steps above.*