



I Had To Know WHAT?

We've all been there.

Right smack dab in the middle of a training session, you ask a question on a specific topic and you get:

- that Dunkin' Donut "glazed over" look in a physical classroom, or
- crickets in an online classroom.

Through further questioning you discover that you have a group of learners that do *not* have the required knowledge and/or skills to be here. In other words, they do not meet the pre-requisites for the course. Sigh....

Here are some tips to cut down the likelihood* of this happening:

1. Do a thorough task analysis with your stakeholders.
2. Develop a skills hierarchy from this analysis.
3. Discuss and determine, again with your stakeholders, from the skills hierarchy exactly *what* will be covered in the training and what will be the skills/knowledge the learners have to walk in the door with (prerequisites).
4. Publish these prerequisites in your course description and all reminders going to registered learners AND cc their supervisors/managers.
5. Decide, with your stakeholders, what to do with the outliers when they show up.
6. State in your introductory comments to the training *who* this class is designed for and what the pre-requisites are.

*Notice we say *likelihood* because no matter how diligent your efforts, you'll always have those rogue learners sneaking in!

For more information on conducting a task analysis, developing a skills hierarchy, working with stakeholders and *much more*, click [HERE](#) to check

out our *Certified Instructional Systems Designer* program or our two-day workshop, *How To Design Effective Training Programs*.

Cheers!

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