**ADDIE Model: Design**

Here the information gathered during the needs assessment is used to create the specifics for the program. There are five steps to be completed here:

1. task inventory: trainer compiles a list of the tasks required by the job.

2. target audience: knowing the target audience is crucial. Are those attending new to the job or seasoned professionals? Is it a refresher course, or new to those attending

3. training objectives: used to focus the presentation, and describe for trainees what they will learn as a result of the program and then used during the evaluation stage to determine whether or not the training accomplished what it was intended to do. An effective training objective includes the four elements:

describes the situation

describes a behavior that can be measured

describes the conditions around the behavior

describes the criteria for measuring success

4. Course content developed using the training objectives as a basis for identifying the materials and presentation methods to be used during the training.

5. Evaluation criteria used to determine whether or not the training accomplished what it was intended to do. Means not only whether the trainees learned the information during the training session, but also whether they are able to utilize the information proficiently when they return to their jobs and retain it over a period of time.