

DRAFT - Content Scope

The content scope builds on determined learning objectives

What is content scope?

The content scope provides a list of necessary content or topics that will bridge the gap between existing knowledge and that which is necessary to achieve the learning objectives of a training course.

Given the limits of a training program, content must be carefully selected to address the audience needs. One way to decide what to include is to consider what is already known by participants and what they know.

$$\begin{array}{r} \text{Goals} \\ - \text{ Existing knowledge} \\ \hline = \text{ Content scope} \end{array}$$

How to determine what content is relevant:

1. Review the learning objective
2. Review the relevant measure for that objective
3. Review the audience analysis and the audience familiarity with training content
4. Answer the question: What does the participant need to know/do to achieve objective?

Answering these questions will help determine what content to include. In addition, remember the following points when organizing content:

- Order content in the sequence used on the job
- Cover critical tasks
- Incorporate “need to know” content first and then if applicable, “nice to know” content
- Don’t overload the course with too much information