

# Menuliskan Tujuan Pelatihan / Training Objectives

Penyusunan Desain Pelatihan





# Training Objectives



## Gap Analysis

- The distance between where an organization is with its employee capabilities and where it needs to be.



## Types of Training Objectives

- Knowledge: Impart cognitive information and details to trainees.
- Skill: Develop behavior changes in how job and tasks are performed.
- Attitude: Create interest and awareness of the training importance.



# Criteria of Objective



## SMART Goal Setting

Specific

Measurable

Achievable

Relevant

Time Frame



# How to State Good Objectives

1. Define what the learner has to do.
  - State the specific behavior or task that the learner must demonstrate after completing the learning activity. The behavior or task must be observable and measurable.
  - Use an appropriate action verb to describe the desired behavior or task. Examples include "list," "explain" and "define."
2. Determine how well the learner must perform the task or behavior to achieve competency.
  - Standards are values such as frequency, accuracy, volume, amount, situation or a combination. Only include time limits if they are required on the job.
  - Examples of standards include "at least 4 items per hour," "exactly 10" and "90% accuracy."



# How to State Good Objectives

3. List all the conditions that explain how the learner must perform. Conditions can be tools or resources that the learner can use, any special circumstances or a combination.
  - Examples include "using the job aid," "referring to the chart" and "without supervision."
4. Draft the training objectives.
  - Each objective must specify the desired behavior or task, performance standards and all applicable conditions.
5. Revisit the training objectives as you continue developing the program and course materials.
  - Make sure that the intervention activities are appropriate for the objectives and vice versa.
  - You may need to revise the objectives, course materials or both.