

Software Training Design Checklist

1

Have you set the scene?

Develop your elevator pitch. Outline the purpose of the training and the benefits to the learner - what are they going to learn and how is it going to make their life better, their job easier?



2

Have you given the training a face?

Introduce yourself to the learner with a photograph or selfie video.



3

Have you chunked up the learning to keep it short?

- Break up the learning content into individual lessons.
- Use a mix of content blocks/formats to keep things engaging.
- Keep films short, 1-2 mins. Multiple short films are better than one long one.



4

Are your content formats fit-for-purpose?

Storyboard the training to decide what content formats to use for each element – text, video, imagery, or a combination of all three. Sometimes using images to illustrate a step-by-step approach can be just as effective as creating a video.



5

Are you thinking about different learning styles and abilities?

- Think about including text below your videos, with step-by-step instructions.
- Consider subtitling your videos to accommodate learning abilities and environments.



6

Is your training easy to navigate and follow?

- Use Motimate's Callouts feature to highlight areas of videos or images that you want to focus attention on.
- Zoom in and out to focus attention on elements of specific elements of screen recordings.
- To focus attention on a specific element of an image, zoom in before taking your screen grab, to focus attention on the relevant element and avoid confusion.
- Enlarge the mouse cursor on screen recordings to make them easier to follow.

7

Can Hotspots help stimulate interaction and engagement?

Drop images into your training and ask learners to click on the part of the photo that they think answers the question or challenge.

8

Have you completed your sound check?

Is your sound quality up to scratch? If not, make sure you are using the right equipment.

9

Has your content been properly edited?

- Remove unnecessary words from text and cut extra chatter and pauses out of videos and audio recordings to keep things short and to the point.
- Sometimes it can be helpful to have someone else review your course for an objective view.

10

Is your training lively and attractive?

- Create a visually dynamic experience by using colours, Gifs and images.
- Use the PosterBlocks feature to edit your photos and create headers.