



# 18TH ANNUAL TCOM CONFERENCE

## MANAGING CHANGE AND ALL THAT JAZZ

Call for Proposals Deadline: February 28, 2022

### Learning Objective Guidelines

#### WHAT IS A LEARNING OBJECTIVE?

A learning objective is a statement of what participants will know or be able to do when they have completed the presentation. Learning objectives must be observable and/or measurable.

#### TIPS FOR WRITING LEARNING OBJECTIVES

- Use learning objectives to describe anticipated learning outcomes.
- Make sure the learning objective isn't a description of what the presenter intends to do or how the participant will learn.
- Focus on the desired learning outcome, not the process.
- Use action verbs and behaviorally specific language to help ensure that the learning objective is observable and/or measurable.
- You can introduce your learning objectives by stating:
  - *Participants will be able to...*
  - *This workshop is designed to help you...*

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#### USEFUL ACTION VERBS

analyze	create	differentiate	identify	outline
apply	critique	discuss	illustrate	predict
appraise	demonstrate	distinguish	interpret	prepare
assess	describe	evaluate	list	recognize
classify	design	explain	manage	summarize
compare	develop	formulate	measure	utilize
contrast	diagnose	hypothesize	organize	write

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#### VERBS TO AVOID WHEN WRITING LEARNING OBJECTIVES

appreciate	enjoy	have faith in	learn
approach	expand	hear	perceive
be aware of	explore	improve	realize
become familiar with	grasp the significance of	increase	think critically
believe	grow	know	understand

