Appendix C

Storyboard Template

(Complete one template for each objective to be trained)

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| **Performance** | *What is the objective to be trained?* |
| **Rationale** | *Why is this performance important for both the organization and the trainee?* |
| **Instruction** | *What information or instruction does the trainee need before you model the performance? Is there any background information the learner needs to know?* |
| **Modeling** | **Do** | **Say** |
| *Using your task analysis as a guide, write out exactly what you will do to model the performance for the trainee. What examples and non-examples will you model or show? Will you model the performance directly or use simulation (e.g., video)?* | *Using your task analysis as a guide, write out exactly what you will say while you model the performance for the trainee. When using examples and non-examples, be sure to explain why the examples are correct and why the non-examples are incorrect.* |
| **Practice** | *Describe how the performers will practice the performance. What will they do? How many times? Will practice get progressively more difficult? How will you match your practice opportunities to true job requirements (conditions and criteria)?* |
| **Feedback** | *What feedback will you provide if performers are doing well? What feedback will you provide if performers are struggling during practice?* |
| **Evaluation** | *How will you assess performance mastery? What does successful performance look like? What will you do if performers cannot successfully complete the performance?* |
| **Delivery System(s)** | *What media/materials will you use to deliver the training module? Describe when and how each media/material will be used (e.g., PowerPoint will be used to deliver instruction; role play scenarios will be used for practice).* |