

Questions to Consider	Your Training
WHAT – What is the training topic? <i>Example: Introduction to the Child Support Program</i>	
WHY – Why is training necessary? Are you sure it is necessary? <i>Example: The state has new hires who need to learn about the child support program.</i> Analyze, Evaluate	
WHO – Who is the audience? Has the audience been identified or do you need to do a Training Needs Assessment (TNA) and determine the audience? <i>Example: New hires</i> Analyze, Evaluate	

Questions to Consider	Your Training
WHERE – Is the training in-person onsite, in-person virtually, elearning, or hybrid? Is this something that needs to be determined through the TNA? <i>Example: Hybrid per the state request</i> Analyze, Design, Evaluate	
WHEN – What is the time frame? When does the training need to be ready to deliver and when does the training need to be completed? <i>Example: Completed and delivered in 6 months</i> Analyze, Design, Develop, Implement, Evaluate	
HOW – How is the content going to be developed? Are you including scenarios, practice, team-based learning, gamification? <i>Example: As engaging as it can be</i> Design, Develop, Implement, Evaluate	