

DEVELOPING SYLLABI

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Here is a guide to help in developing soft skills syllabi like seen in Udemy, Coursera, LinkedIn Learning, or corporate training.

SYLLABUS ELEMENTS

1. YOUR BACKGROUND INFORMATION

ARE YOU A SME?

Begin by strutting your stuff as it relates to your industry. The goal is to create trust and respect as a subject matter expert in your domain.

2. COURSE DESCRIPTION

WHAT IS THIS COURSE ABOUT?

Course description, course purpose, or questions. Ask the following:

- What is the course about?
- Why is it relevant, interesting, or significant?
- What questions will your course answer?
- What is the main argument of your course?
- Where does it sit in a curricular/career context?

3. LEARNING GOALS

WHAT WILL THEY BE ABLE TO DO?

Articulate the learning goals for your course, also referred to as course goals, course outcomes, learning outcomes, learning objectives. Think about what learners will be able to do or demonstrate at the end of your course.

4. RESOURCES

WHAT SOFTWARE IS NEEDED?

What software and specifications are needed to undertake the training effectively? Are you offering additional resources to help them take this course?

5. AUDIENCE

WHAT IS THE LEVEL OF EXPERTISE?

- How does the course information map into their individual career goals?
- How should the learners navigate the content?
- Is the material based on a novice, intermediate, or advanced level?

6. EXPECTATIONS

HOW WILL LEARNER'S BE EVALUATED? HOW WILL THEY PARTICIPATE?

- What should learners be able to demonstrate in proving they met learning goals?
- How will learners be evaluated?
- How will learners actively participate in this asynchronous environment?
- What other options will be available for participation?

7. GUIDED DISCOVERY & EXTERNAL RESOURCES

WHAT OTHER LEARNING RESOURCE IS AVAILABLE?

- What is the learner's responsibility in the learning process?
- What other strategies, skills, and tools can learner's use to be successful during and after your course?

8. NEXT STEPS

HOW WILL LEARNER'S CONNECT WITH YOU AFTER THIS EXPERIENCE?

Point learners to support channels like LinkedIn, Twitter, or your website. This approach makes it more personalized and further establishes you as a thought leader.

I hope this information was helpful. If you have questions, contact me at info@redesignedminds.com. Thank you.