Design a CHECKLIST

The checklist is a tried and tested tool. It can ensure a series of tasks gets completed in the correct order. The checklist has one arch-enemy, which is habitual assumption. When a process becomes second nature the checklist is discarded.

This course will help participants build checklists for both mundane and new processes. Participants will learn how to breakdown complex tasks into a bite sized checklist. Can you recall a time when the careless omission of a task derailed a project? **Design a Checklist** is a facilitated bespoke workshop that can be delivered at your workplace.

At the conclusion of this course, participants will be able to

→ Agree that checklists are an invaluable method of process control

→ Work as a group to design a checklist for an existing process

→ Select the ADDIE tool to design check list instructions

→ Discuss strategies to remove unnecessary processes

→ Analyse Merrill's principles to focus on solutions

→ Represent critical information on concept maps to structure thought

→ Point out recurring miscommunications

→ Ensure other people comply with using the checklist

"Much of our work today has entered its own B-17 phase. Substantial parts of what software designers, financial managers, firefighters, lawyers, and most certainly clinicians do are now too complex for them to carry out reliably from memory alone. Multiple fields, in other words, have become too much airplane for one person to fly. Yet it is far from obvious that something as simple as a checklist could be of substantial help."

— Atul Gawande,
The Checklist Manifesto: How to Get Things Right

"No matter how expert you may be, well-designed checklists can improve outcomes."

Steven Levitt

Would you like to attend this program?

For maximum effectiveness, this program is best conducted as an on-site program.

Venue: For your convenience, you can choose to conduct this program at your workplace. Alternatively, we can provide a training venue at a small additional cost.

Ideal Group Size: 4-12 participants

Cost: Price on request.

If you would like more information on this training program, please contact:
Preferred Training Networks on 1300 323 752

Email: Deborah at **ddear@preftrain.com.au**

or visit our website today: **www.preftrain.com**

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