

2019 APWA Call for Presentations How to Write Learning Objectives

Print this document so that you can refer back to it later. To exit this document, click the “back” button to return to the Call for Presentations home page. Do not “x” out of it as it will close the Call for Presentations website.

Each proposal submitted to the Call for Presentations for APWA events and conferences must include three (3) learning objectives that are written in response to the phrase: “At the conclusion of this session, participants will be better able to: _____.” Each learning objective must begin with an active, measurable verb. Verbs such as “know, understand, comprehend, and learn” do not measure behavior and should NOT be used in learning objective statements.

Below are examples of learning objectives that include active, measurable, behavioral verbs.

At the conclusion of this session, participants will be better able to:

- **List** the steps for developing a winter maintenance plan.
- **Design** and **conduct** a systematic inventory and inspection of sidewalk assets.
- **Identify** facility deficiencies that impede efficient and economical customer service.
- **Make** informed budgeting decisions about the “real” costs of services and projects.
- **Prepare** a pre-operation safety inspection checklist.
- **Plan** for and **implement** a curbside organics collection program.
- **Evaluate** maintenance management systems features and **choose** which options will work best your operations.
- **Convince** governing bodies of the benefits of adopting smart growth techniques.
- **Promote** the benefits of investing in an in-house advanced leadership program.
- **Develop** a public information and media strategy.

Below are examples of behavioral verbs you may use when composing learning objectives:

Achieve	Complete	Discern	Guide	Measure	Recommend
Acquire	Compose	Discuss	Handle	Mentor	Reconstruct
Adapt	Compute	Draft	Identify	Modernize	Renovate
Administer	Conceive	Edit	Illuminate	Modify	Repair
Advise	Conceptualize	Educate	Illustrate	Motivate	Report
Advocate	Conduct	Effect	Implement	Negotiate	Represent
Analyze	Construct	Eliminate	Improve	Notify	Resolve
Anticipate	Contrast	Employ	Increase	Operate	Review
Apply	Control	Encourage	Inform	Organize	Revise
Arbitrate	Convince	Engage	Initiate	Originate	Schedule
Arrange	Coordinate	Engineer	Inspect	Participate	Select
Ask	Correlate	Enhance	Inspire	Perform	Serve
Assemble	Correspond	Establish	Instruct	Persuade	Set up
Assess	Create	Estimate	Integrate	Pilot	Solve
Assist	Decide	Evaluate	Interpret	Plan	Succeed
Budget	Define	Examine	Interview	Prepare	Summarize
Build	Delegate	Exceed	Invent	Present	Supervise
Calculate	Demonstrate	Excel	Investigate	Preside	Support
Challenge	Deploy	Execute	Justify	Procure	Survey
Choose	Describe	Expand	Launch	Produce	Teach
Clarify	Design	Experiment	Lead	Program	Test
Coach	Determine	Explain	List	Promote	Train
Collaborate	Develop	Explore	Maintain	Provide	Use
Communicate	Differentiate	Facilitate	Make	Purchase	Utilize
Compare	Direct	Generate	Manage	Recognize	Write