Objectives Guidelines

Objectives will clearly and concisely communicate what an attendee is expected to know and/or do at the conclusion of an activity. Objectives must be included in the brochure so the attendees may evaluate the relevance of attending a CME activity. The planning committee and the speaker develop objectives to focus on the mission of CME.

Guide to Developing Objectives

The three essential elements of learning objectives are a statement of who (the learner), how (the action verb), and what (the content).

<table>
<thead>
<tr>
<th>Who</th>
<th>How</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>The learner will be able</td>
<td>To name</td>
<td>The three elements in the management of perennial rhinitis</td>
</tr>
<tr>
<td>The participants will be able</td>
<td>To identify</td>
<td>The psychosocial factors important in the development of the child abuse syndrome</td>
</tr>
<tr>
<td>The physician will be able</td>
<td>To explain</td>
<td>The dangers of using hexachlorophene in skin prophylaxis of the newborn</td>
</tr>
<tr>
<td>The healthcare provider will be able</td>
<td>To perform</td>
<td>CPR</td>
</tr>
</tbody>
</table>

Examples of How:

- To apply
- To arrange
- To assess
- To categorize
- To classify
- To contrast
- To construct
- To create
- To describe
- To defend
- To diagram
- To discuss
- To discriminate
- To distinguish
- To employ
- To evaluate
- To explain
- To formulate
- To illustrate
- To integrate
- To interpret
- To list
- To name
- To organize
- To predict
- To prepare
- To recall
- To recognize
- To relate
- To review
- To report
- To sort
- To solve problems
- To translate
- To update

Examples of What:

Consider adding performance standards to your learning objectives.

Wording that describes acceptable standards might include:
- in a fifteen-minute time period
- with no mistakes
- with 98% accuracy
- getting 22 out of 25 correct
- Define the criteria or conditions under which the learning is to be demonstrated.

Wording that describes learning conditions might include:
- Given a problem of the following type...
- Without the use of any reference materials...
- Using a specific instrument.