Fusion Technology

Prepare a digital learning brief

Start with the people who will use the learning, then the knowledge or actions you want to support.

Audience

Who will use the material? What do they already know? Consider language, accessibility, devices and available time.

Learning outcomes

Write down what someone should understand or be able to do afterwards. Choose a small number of clear priorities.

Subject matter

List the source material and who can check its accuracy. Separate essential knowledge from useful background.

Delivery

Consider where learners will access the material and how you will support them. Note any platform requirements you already know.

Success

How will you tell whether the learning helped? Consider feedback and practical outcomes as well as completion.

Next conversation

Bring your outline, constraints and questions. Avoid sharing confidential learner records in an initial enquiry.