Course Content Outline Template

This Course Content Outline Template gives you a practical, flexible way to plan your course content whether you're designing a full training program, mapping a learning experience, or preparing materials for review. Designed with structure and adaptability in mind, this tool helps you keep your content aligned to learning objectives and business outcomes from the very beginning. Use it to streamline collaboration with subject matter experts, guide your own course planning, or build a strong foundation for development.

What’s Inside

This outline walks you through every stage of course planning with space to customize and reflect your unique context.

* **Editable Format** – Save a copy and make it your own, tailored to your audience and goals.
* **Course Planning Framework** – Structure your objectives, content topics, delivery methods, and key activities.
* **Business Alignment Prompts** – Clarify the “why” behind the course and the impact it’s meant to have.
* **Learner-Centered Design** – Plan for engagement, relevance, and real-world application.
* **Instructional Design Tips** – Add visual support, interaction points, and feedback opportunities.
* **Bloom’s-Based Objectives** – Define clear, measurable outcomes using Bloom’s Taxonomy.
* **Knowledge Checks** – Build in space for practice questions, quizzes, and learner feedback.
* **Additional Resources** – Include readings, tools, or next steps to deepen the learning experience.

Created by Amanda Roseboom, an instructional designer passionate about helping learning teams bring clarity, structure, and strategy to the design process.
amanda.roseboom.design@gmail.com
[www.amandaroseboom.com](http://www.amandaroseboom.com)
<https://www.linkedin.com/in/amandaroseboom/>

[Course Title]

What is this course?

*Briefly describe the course content, goals, and overall structure.*

Why does it matter?

*Highlight the relevance to the learner.*

*Explain the practical impact on the learner's role and responsibilities.*

*Emphasize "what’s in it for them."*

How does it benefit [company name]?

*Define measurable business outcomes and benefits.*

*Specify key metrics, baseline measurements, and target goals.*

Course Objectives

*Note: Consult* [*Bloom’s Taxonomy*](https://tips.uark.edu/using-blooms-taxonomy/) *for actionable and measurable verbs.*

After this course, you will be able to:

**Objective 1:**

*Example: "Apply effective communication strategies in team settings" (Bloom's: Apply).*

**Objective 2:**

*Example: "Analyze customer feedback to improve service quality" (Bloom's: Analyze).*

**Objective 3:**

*Example: "Create action plans for project management" (Bloom's: Create).*

Course Introduction

*Overview of the course structure and key topics.*

*Engage learners with an interesting fact, story, or question related to the course content.*

Subsection 1: [Subsection Heading]

*This section can be outlined in any way you see fit. However, be sure to include the text, activity, and engagement strategies you will be incorporating.*

Subsection 2: [Subsection Heading]

*Similar to the section above.*

Main Content

Section 1: [Main Topic Heading]

*This section can be outlined in any way you see fit. However, be sure to include the text, activity, and engagement strategies you will be incorporating.*

Section 2: [Main Topic Heading]

*Similar to the section above.*

Review Section

Summary of Key Points

*Recap the main topics covered.*

*Highlight essential takeaways.*

Additional Resources (Optional)

*List additional reading materials, videos, or tools.*

*Provide links or references for further learning.*

Knowledge Check

*Multiple-choice questions, short answers, or case studies to test understanding.*

*Provide feedback on answers to reinforce learning (when correct/incorrect or either)*

1. Question 1
	1. Feedback:
2. Question 2
	1. Feedback:
3. Questions 3
	1. Feedback:
4. Question 4
	1. Feedback:
5. Question 5
	1. Feedback:

Tips for Course Designers

Add Visual Aids and Examples

* Include placeholders for images, charts, or videos to enhance understanding.

Incorporate Real-Life Scenarios

* Use case studies or scenarios relevant to the learner’s work environment.

Provide Clear Instructions

* Ensure each section and activity has clear, concise instructions.

Include Interactive Elements

* Add quizzes, polls, or discussion prompts to maintain engagement.

Feedback and Reflection

* Encourage learners to reflect on their learning and provide feedback on the course.