
Addressing Gaps in Workforce Climate Literacy

Needs and Gaps Identification Resources

4. Learning Program Outline Template

After completing your resource map, use this template as the final step in your initial efforts to address workforce climate literacy needs. The purpose of this template is to outline comprehensive learning programs tailored to each role type. The learning program outline should draw heavily on earlier steps in the workforce assessment process, addressing needs uncovered in the role and gaps analyses. This template walks the user through developing new or expanded learning objectives aligned with [ASAP's Knowledge & Competencies Framework](#) and inclusive of the concepts, skills, and existing resources relevant to the role type. The learning program outline forms the foundation for the learning program itself, which will ultimately be a comprehensive description of the specific trainings, resources, and evaluation criteria needed for the role.

Section A: Learning Program Outline by Learning Objective

In this section, you will develop and describe 3-6 overarching learning objectives for the role type. You will use the role type analysis and examples from your resource map.

Guide to developing learning objectives:

- First, identify the focus of the learning objective - what knowledge, competency, or skill do you want learners to walk away with? The foci important to this role should be readily available based on your role type analysis, or you can refer back directly to [ASAP's Knowledge & Competencies Framework](#) for additional ideas.
- Second, decide what level of learning your audience will be engaged in in relationship to this learning objective - you can use [Bloom's Taxonomy](#) to help with this.
- Third, articulate the "why" behind the learning - what is the purpose of the learner gaining this knowledge, competency, or skill?
- Develop a precise, tailored statement that encompasses the outcome of the three steps above.

Learning Objective Title

Develop a title for your learning objective.

Learning Objective Description

Describe the learning objective in 1-3 sentences. Consider questions such as: what audience the objective tailored to? What concepts does the objective address? Through what existing or new trainings or materials might this objective be met?

Skills & Competencies

Describe in 1-2 paragraphs, the specific skills and competencies that will be developed through this learning objective - and why they are important for this role.

Current Status Assessment

Describe progress towards developing and delivering training opportunities that meet this learning objective. Consider questions such as:

- *How do the needs for meeting this learning objective interact with training that individuals in this role are already undertaking?*
- *What existing content could help meet this learning objective?*
- *How much new content would need to be developed in order to meet this learning objective?*

Repeat section A for each of 3-6 learning objectives.

Section B. Learning Program Outline Summary.

This section serves as an "executive summary" of the learning program outline that you can use to easily communicate the outline's contents with people from across your organization.

Role Overview

Identify the role type to which this learning program applies. Write a brief paragraph highlighting core aspects and descriptive characteristics of that role type in 3-4 sentences.

Learning Program Summary

Summarize major themes and topical areas of focus covered in the outline in 1-2 paragraphs. For example: what type of trainings work well for this role? What concepts are covered well by existing resources? What gaps need to be addressed?

Summary of Learning Objectives

List the title of each overarching learning objective for the role (between 3-6)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Alignment to ASAP's K&C Framework:

Use the chart below to create a quick map highlighting how the learning outcomes above align with the ASAP Knowledge and Competencies Framework by listing the learning outcome number(s) in the relevant cell(s). This will help ensure that the learning program covers the knowledge and competencies most important to the role type as identified in the previous analyses.

Foundational Knowledge Concept	Learning Outcomes
Climate Variability & Change	
Climate-Related Hazards & Impacts	
Vulnerability	
Risk	
Climate Change Adaptation & Climate Resilience	
Climate Change Mitigation	
Systems Thinking	
Justice & Equity	
Change Management	
Decision Making	
Communication	

Core Competency	Learning Outcomes
Using best available information	
Implementing cross-cutting strategies	
Communicating climate adaptation concepts and needed actions	
Building psychological strength to proactively confront change among professionals and the broader community	
Planning for managing adaptation action	
Promoting inclusive planning and action	
Orienting efforts to achieve transformative change	

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