**Checklist for the Design and Develop Phase**

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|  |  | Reflection |
| **Before you start** | | |
|  | Have you set up a design team? |  |
|  | Have you planned for your design phase including meetings for brainstorming, discussion, planning and designing all components? |  |
|  | Have you reviewed the outcomes of the analysis? |  |
|  | Have you planned for the development phase including time (if relevant) for multimedia development, identifying existing resources, translation and validation? |  |
|  | Have you made a data management plan that includes information on data collection, organisation and storage, access, anonymisation and archiving. |  |
| **Creating your CPD Design Matrix** | | |
|  | Have you discussed and agreed with your team on CPD learning types and methods? |  |
|  | Have you linked learning outcomes to segments and learning types? |  |
|  | Have you discussed and agreed on a blend of CPD modalities? |  |
|  | Have you checked that the selected CPD methods and modalities are suitable for your context? |  |
|  | Have you ensured a variety of CPD activities including active and multi-modal teaching techniques (e.g. small group discussion, case study, game, podcast)? |  |
|  | Have you considered multiple ways for participants to participate in CPD activities (e.g. online, in-person)? |  |
|  | Have you linked learning experiences to your participants’ profiles, considering diversity, inclusion and gender-responsiveness? |  |
|  | Have you designed activities to accommodate participants’ interests and goals? |  |
|  | Have you considered the cost implications of the selected technology for participants and facilitators? |  |
|  | Have you planned for activities that allow for collaboration? |  |
| **Selecting Supportive Technologies** | | |
|  | Have you selected technologies for different learning types using a technology wheel? |  |
|  | Have you checked if selected technologies are suitable for your context? |  |
|  | Have you aligned selected technologies with CPD activities? |  |
|  | Have you considered data privacy and protection issues when selecting technology? |  |
| **Developing content and assessment tools** | | |
|  | Did you review learning outcomes before developing your content? |  |
|  | Have you considered different options of content development? |  |
|  | Do you have a mechanism in place to ensure content is of high quality? |  |
|  | Have you discussed with your team and agreed on assessment tools? |  |
|  | Have you considered multiple ways to present content to participants (audio – video – text)? |  |
|  | Have you offered participants multiple ways to demonstrate newly learned knowledge, skills and attitudes? |  |
| **Motivation & Engagement** | | |
|  | Have you motivated participants to participate in the CPD by targeting their intrinsic and extrinsic motivation? |  |
|  | Have you made the learning outcomes clear to your participants? |  |
|  | Have your activities and content built on your participants’ experience? |  |
|  | Have you linked the learning experiences to your participants’ professional context? |  |
|  | Have you considered integrating aspects of play-based learning in the CPD design? |  |
|  | Have you provided opportunities for participants to collaborate and participate actively in the sessions? |  |
| **Gender responsiveness, diversity and inclusion** | | |
|  | Have you created a welcoming and respectful learning environment for all participants? |  |
|  | Have you created channels or safe spaces for facilitators or participants to raise issues related to gender and inclusion? |  |
|  | Have you provided participants with information on how to access support structures? |  |
|  | Have you communicated clear expectations for the CPD? |  |
|  | Have you provided natural supports for learning including technology to enhance opportunities for all participants? |  |
|  | Have you used methods that consider diverse backgrounds, abilities and experience? |  |
|  | Have you designed for activities which encourage participants to develop peer learning and study groups to promote interaction? |  |
| **Scalability, sustainability and cost effectiveness** | | |
|  | Have you considered the impact of your design decisions on the scalability, sustainability and cost of your CPD? |  |
|  | Have you used the Education Scalability Checklist to assess the scalability of the CPD design? |  |