

ONLINE COURSE PLANNER TEMPLATE FOR BUSY PROFESSIONALS

01.

COURSE OVERVIEW

Course Title: e.g., "Mastering Project Management for Small Teams"

Course Objective: What will learners be able to do by the end?

e.g., "By the end of this course, learners will be able to confidently plan and manage small-scale projects using agile tools and techniques."

Target Audience: Who is this course for? e.g., Freelancers, small business owners, team leaders, etc.

Estimated Course Duration: e.g., 2 hours total / 4 modules x 30 mins

02.

COURSE STRUCTURE

Module 1: Title e.g., "Foundations of Project Management"

Give each module a short, descriptive title that reflects the main theme or topic. Aim for something specific and action-oriented if possible.

Key Outcome: What learners will understand/do after this module

This is the main takeaway or skill the learner will gain. Use action verbs (e.g., identify, apply, create, analyse) to make the outcome measurable and focused.

03.

TOPIC COVERED AND RESOURCES

Activity / Practice Task: A short task to help learners apply what they've just learned. E.g., checklist, quiz, reflection, or hands-on activity.

Resources: Supporting materials to enhance learning. E.g., slides, PDFs, templates, or external links.

04.

ASSESSMENT (OPTIONAL)

How will learners demonstrate their understanding?

e.g., Final project, quiz, reflection activity, scenario-based challenge

This is your opportunity to show that learning has occurred. Choose a method that aligns with your course goals and allows learners to apply what they've learned in a meaningful way. Keep it practical and achievable.

05.

COURSE WRAP UP

Key Takeaways or Summary: List the 3–5 main things learners should walk away with.

Next Steps / Call to Action: e.g. Apply the skills, join a community, access bonus resources

Helpful Links or Tools: Provide links and tools to support learners beyond the course content. These could include: free online tools that complement the skills taught, additional reading or blogs, recommended software or platforms, downloadable templates or worksheets or external communities or forums.



Template GUIDE

HOW TO USE THIS TEMPLATE

- Step 1: Open the template using Microsoft Word.
- Step 2: Customise the text boxes with your content/ideas.
- Step 3: Save and export your final document in your desired format.

TIPS FOR BEST RESULTS

- Start with your learner in mind. Think about your target audience's needs, goals, and challenges as you plan your content.
- Keep it clear and concise.
- Stay on brand. Choose fonts, colours, and images that reflect your professional brand identity.
- Use consistent headings.
- Test your course outline. Share it with a colleague or potential learner for quick feedback.

ADDITIONAL RESOURCES ON OUR WEBSITE

- Ready to take your course planning even further? These resources are designed to support and inspire you at every stage of your journey:
- Free All Access Membership Pass (just click Sign Up on our website)
 - Blog Posts
 - Resource Library

ABOUT EVERGREEN LEARNING SOLUTIONS

At Evergreen Learning Solutions, we help businesses transform their content into effective online learning experiences. Visit www.evergreenlearningsolutions.com.au to explore more resources or book a consultation.

CONNECT WITH US

We'd love to see how you use this template! Share your feedback or tag us on LinkedIn, Facebook or Instagram.

- **Website:** www.evergreenlearningsolutions.com.au
- **Email:** hello@evergreenlearningsolutions.com.au
- **Social Links:**
 - **LinkedIn:** [@evergreen-learning-solutions](https://www.linkedin.com/company/evergreen-learning-solutions)
 - **Facebook:** [@EvergreenLearningSolutionsAU](https://www.facebook.com/EvergreenLearningSolutionsAU)
 - **Instagram:** [@evergreenlearningsolutions](https://www.instagram.com/evergreenlearningsolutions)

TERMS OF USE

This template is for personal or business use only. Redistribution, resale, or sharing in any form is prohibited. You may customise this template for your needs, but it remains the property of Evergreen Learning Solutions. By using this template, you agree to these terms.



Organise your training content ideas with our flexible, user-friendly templates.



Design learning experiences wherever inspiration strikes.



Evergreen
Learning Solutions