WASHINGTON DEI
EMPOWERMENT
CONFERENCE

Anti-Racism
Equity
Diversity
Inclusion/Belonging

DEI Empowerment Conference Learning Objective Development Tips

Writing Effective Learning Objectives

Learning objectives tell participants what they will gain from your session. Clear objectives help attendees understand the value of your presentation and help the selection committee assess your proposal.

Length & Style

- Keep to 1–3 learning objectives.
- Keep each objective to one sentence.
- Use simple, direct language.
- Start with an action verb that describes what participants will know, do, or apply.

What to Include

1. Action-oriented verbs that reflect observable learning

Examples: Identify, Describe, Explain, Compare, Apply, Practice, Analyze, Evaluate

2. Participant-focused outcomes

Describe what learners will gain—not what the presenter will cover.

3. Specific and measurable results

Attendees should be able to tell whether the objective was been met.

4. Scope that matches the time available

A 70 minute session can't cover everything. Be thoughtful about what work can be done within the time available. What will learners be able to practice or learn in the time provided.

What to Avoid

- Vague goals ("Understand diversity," "Learn about inclusion")
- Presenter-focused language ("I will go over…")
- Overly ambitious objectives (Too many goals or tasks not possible in the session length.)

Framing Tips

- Use clear, **concrete verbs** instead of general ones. ("Identify," not "learn about.")
- Describe what **participants will walk away with**, not what you plan to talk about.
- Keep wording neutral and non-judgmental.
- If your session is based on lived experience or sensitive content, **keep objectives factual and grounded** (e.g., "Describe barriers many communities face when…").

Examples of Strong Learning Objectives

Vague   vs   Clear / Measurable

"Learn about diversity." → "Identify two ways bias can appear in workplace policies."

"Understand inclusion." → "Describe how inclusive practices support team belonging."

"We will discuss strategies." → "Participants will practice two strategies for equitable decision-making."

"Gain awareness of barriers." → "Name three barriers that limit access to services for rural communities."

Other examples of strong learning objectives

- Participants will identify three common barriers to equitable hiring practices.
- Participants will describe two ways power dynamics can appear in workplace decisions.
- Participants will apply a simple tool to uncover inequities in policies or procedures.
- Participants will analyze a real-world example using the PEAR framework.