

Tool 23 – Purpose First

PURPOSE FIRST

Purpose First helps you think about why you are learning something before you start.

WHEN TO USE PURPOSE FIRST

Use Purpose First before beginning a new subject, task, skill, process, training, or project.

OPTIONAL CONTACT INFORMATION

Contact information is optional. Provide it only if you would like the teacher, manager, or form organizer to identify or follow up on your response

Employee or learner name:

Company or organization:

Department or team (optional):

Job title or role (optional):

Email address:

Date:

Q1

What subject, skill, task, or process are you about to learn?*Write here:*

Q2

Why does understanding this matter to you or your work?*Write here:*

Q3

Who could benefit from you understanding it?*Write here:*

Q4

How or where will you use what you learn?*Write here:*

Q5

What do you want to understand or be able to do when you are finished?*Write here:*

Q6

In one sentence, what is your purpose for learning this?*Write one clear sentence.*

WHEN TO USE PURPOSE FIRST

Manager / trainer guidance

Managers, trainers, and team leaders can use Purpose First as the opening activity for a training session, new process, workplace change, or project. Explain why the subject matters, who benefits, what problem it addresses, and how employees will use it before asking them to complete the form.