Metacognitive Training Design Checklist

Ready to embed metacognition into your next training program? Use this practical checklist:

I. METACOGNITIVE PREPARATION
Before the learning experience

- ☐ Include a self-assessment that helps learners identify what they already know

- ☐ Ask learners to predict what they'll find challenging

- ☐ Have learners set personal learning goals beyond course objectives

II. METACOGNITIVE MONITORING
During the learning experience

- ☐ Build in "check-in" moments where learners evaluate if their approach is working

- ☐ Include prompts that ask: "What strategy are you using right now?"

- ☐ Create opportunities for learners to adjust their approach mid-training

III. METACOGNITIVE REFLECTION
After the learning experience

- ☐ Guide learners to compare what they learned vs. what they predicted

- ☐ Ask learners to identify which strategies worked and which didn't

- ☐ Have learners create an action plan for applying learning in their specific context

IV. TRANSFER AND APPLICATION
Beyond the learning experience

- ☐ Include reflection prompts that connect new learning to prior knowledge

- ☐ Ask learners how they'll adapt what they learned to their unique situation

- ☐ Create a post-training reflection activity 2-4 weeks later

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