Interreg Co-funded by the European Union
Central Baltic Programme
WoDiLab

DELIVER YOUR COURSE WITH CONFIDENCE

Design simple, effective delivery systems that support your learners — without complexity

ACTION CHECKLIST

☐ **Step 1 – Choose your delivery format**
Decide how you will work with your participants: 1:1, small group, or larger audience. This determines how your delivery system will be structured.

☐ **Step 2 – Choose how you will deliver your content**
Decide whether you will deliver your course live, pre-recorded, or in a simple combination. Focus on what is easiest to start with.

☐ **Step 3 – Define your communication**
Clarify how you and your participants will stay in touch, ask questions, and receive updates.

☐ **Step 4 – Define access to your course**
Decide where your course content will live and how participants will find everything they need.

☐ **Step 5 – Define your support system**
Plan how you will help participants move forward when they feel stuck.

☐ **Step 6 – Keep your MVP simple**
Decide what is truly necessary and what you will leave out for now to avoid overcomplicating your delivery.

☐ **Step 7 – Define your "skateboard version" of delivery**
Create the simplest possible version of your course delivery that still helps participants move toward the result.

Step 1 – Choose Your Delivery Format

You do not need to build everything at once.
Choose one format that fits your current stage.

☐ 1:1 (individual work)

☐ 1:Few (small group)

☐ 1:Many (larger audience)

Your choice:

_____

Why this format fits your current situation:

_____

Step 2 – Choose How You Will Deliver Your Content

At this stage, simplicity is your advantage.

☐ Live (real-time sessions)

☐ Pre-recorded (prepared in advance)

☐ Combination of both

Your choice:

_____

_____

Why this feels like the right option for you:

_____

_____

Step 3 – Define Your Communication

Participants need to clearly understand how to reach you and how you will reach them.

Possible formats:

- ☐ Email
- ☐ Messaging app (WhatsApp, Messenger, etc.)
- ☐ Live calls
- ☐ Group chat
- ☐ Other: _____

Your main communication channel:

_____

When and how will you respond to questions?

_____

_____

Step 4 – Define Access to Your Course

Your participants should always know where to go.

Possible formats:

- ☐ Shared folder (Google Drive, etc.)
- ☐ Facebook group
- ☐ Simple course platform
- ☐ Other: _____

Your main access point:

_____

What will participants see or do first when they join?

_____

_____

Step 5 – Define Your Support System

Support helps participants move forward and get results.

Possible formats:

- ☐ Answering questions
- ☐ Feedback
- ☐ Check-ins
- ☐ Group discussions
- ☐ Mentoring calls
- ☐ Other: _____

Your support approach:

_____

When and how will participants receive support?

_____

_____

Step 6 – Keep Your MVP Simple

At this stage, you are not building a perfect system.
You are building a working one.

Before adding anything, ask yourself:

- Does this help my participants move forward?
- Does this make things clearer?
- Does this improve results?

List 1–3 things you will NOT include right now:

_____
_____
_____
_____

Step 7 – Define Your "Skateboard Version" of Delivery

You don't need a complex system.
You need something that works.

What is the simplest way you can deliver your course right now?

_____
_____
_____
_____

Reflection

Take a moment to reflect after completing this worksheet.

What part of your delivery feels clear and simple?

_____
_____

What part feels uncertain or needs testing?

_____
_____

What is one decision you are ready to act on now?

_____
_____
_____

Remember

You are not building your final version.

You are building your first working version.

Clarity creates confidence.
And confidence helps your participants move forward