

a guide to creating a task analysis

Using a task analysis provides instructors with an evidence-based process for breaking a task into manageable steps to teach. In addition, it provides an objective and measurable method to collect and analyze student performance.

Follow the steps below to create a task analysis (TA).

1. Select an authentic task to analyze

Identify the tasks that are required for performing a job. Select one task to analyze and instruct.

2. Observe or complete the task yourself

Talk to or observe an employee completing the entire task. If not feasible, complete the task yourself.

3. List the steps needed to complete the task

Write down each step in sequential order for task completion. Make sure each step transitions to the next.

4. Identify prerequisite skills

Ask yourself if prerequisite skills or subtasks need to be incorporated into the TA based on the student's skill level.

5. Break the task into subtasks

Review the steps again. If needed, break into subtasks. Make sure to include natural supports and strategies into the TA.

6. Write each step as a single observable behavior

Word each step as a verbal prompt or instructional cue that can be understood by the student. This will allow for consistency amongst multiple instructors.

7. Test the task analysis

Follow the TA and confirm the task has been completed successfully. Make necessary edits and test again. Very few TAs are perfect on the first attempt.