

SME

Subject Matter Expert



CONTACT INFORMATION:

If you would like additional training consultation, please make a training request through the PLN Request System on gWiz in the tools menu.

A Client Manager will contact you to help determine the best approach to take.

SME

Subject Matter Expert Overview

A Subject Matter Expert is that individual who exhibits the highest level of expertise in performing a specialized job, task, or skill within the organization.



SME's Role in Training Development

Subject Matter Experts (SME) play a key role in the development of training courses and are essential to the success of training programs.

Instructional Designers (IDs) meet with SMEs throughout the course development cycle to gather information and data to:

- Create instructional objectives
- Create content, review it for accuracy
- Design assessment strategies
- Sequence exercises to meet the objectives
- Provide feedback

The completed training programs are then handed over to trainers and facilitators for classroom and/or for web-based delivery.

Project Intake and Assignment

- **Request**
Requestor makes a training request through the PLN Request System located on gWiz in the Tool menu.
- **Response and Consultation**
Client Manager responds to request. If it is determined that this is a training development need, an Instructional Designer (ID) is assigned to the project.
- **Project Team**
A project core team is organized with the Client Manager, designated SME and ID. The project sponsor/ management provides support for the project and allocates adequate time and resources for the SME.

SME Toolkit

The SME Toolkit is a set of templates and job aids to guide SMEs to create quality and instructionally sound presentations for classroom and for eLearning.

The toolkit provides slides with instructional components and graphics to guide you through the development process. It is available on the VOLT website. If you feel you need training consultation, it is recommended that you make a training request through the PLN Request System. A Client Manager will contact you to help determine the best approach to take.

It is recommended that you utilize each of the relevant components of the tool kit for maximum benefit. These tools include:

- Instructional PowerPoint Template
- PowerPoint Template Job Aid
- Best Practices for Designing Instructional Slides and Presentations
- eLearning Best Practices
- and more tools

Design and Development Process

SMEs should be involved throughout the project. The level of SME involvement will vary at different stages of the process as indicated below.

