Instructional Design for Subject Matter Experts (SMEs)
Design Document
Emily Slomski

Part 1: Course Background and Description

Description

Instructional Design for Subject Matter Experts (SMEs) is a set of five microlearning modules designed to prepare SMEs to work with learning and development teams to create training materials.

These modules are designed to be assigned just-in-time, meaning right before the SME needs to apply the knowledge and skills required for the specific task. They can also be assigned as a learning path as an introduction for a new subject matter expert or as a refresher before starting a new project.

Topics include:
- Role of Subject Matter Experts
- Instructional Design Process Overview
- Working with an Instructional Designer: What to Expect
- Content Development Process
- Feedback & Final Sign-Off Process

Instructional Goals

The goal of this course is to provide subject matter experts with the knowledge and skills necessary to engage effectively, efficiently, and confidently in the instructional design process.

The instructional goals for Instructional Design for SMEs are to:
1. Inform subject matter experts of their role in the instructional design process
2. Provide subject matters experts with the knowledge and skills necessary to complete the consultation process
3. Provide practice for subject matter experts on consultation-related tasks before engaging directly in a project

Course Learning Objectives

Upon completing this course, learners will be able to:

Target Audience

Subject Matter Experts who work directly with instructional design teams (could be labeled as training, training development, product development, learning and development, or other titles depending on the company). These professionals are typically working part-time or full-time with other duties which can include teaching, advocacy, consulting, or other types of work.

- Education: Ranges from high school equivalency to doctoral training

- Reading and Writing Skills at approximately 8th grade level
- Moderate to Advanced Problem-Solving Skills
- May have prior knowledge and experience with providing subject matter expertise and supporting the instructional design process or may have zero experience

Pre-Program Attitudes
- Have a moderate level of motivation to learn and improve skills
- May be assigned this program or may have requested learning

Instructional Design & Learning Principles
- Interactivity Level: 2
- The design and development of these modules includes:
    - Research-based design and development processes
    - Interactive approach to balance information delivery and learner-centered application activities that enhance knowledge and skills
    - Appropriate media that reflects the participants' needs
    - A variety of learning methods and media to enhance learning
    - Program evaluation methods that include pilot testing of program materials, informal testing, and a post-course evaluation

Instructional Media & Equipment
- Micro Modules
- Job Aids
- Post-Course Evaluation

Assessment Strategies
Formative Assessments
Each module includes several activities, including knowledge checks, drag and drops, games, etc. to assess understanding and provide quick feedback to be applied in future activities before completing the summative assessment

Summative Assessments
Each module concludes with a quiz with specific feedback for each response and references to job aids to be used on-the-job

Program Evaluation
Level 1: Reaction - obtained at the end of each module through an evaluation survey
Level 2: Learning - assessed through formative and summative assessments
Level 3: Behavior - users encouraged to measure behavior change through surveys provided to subject matter experts, instructional design team members, and managers
Level 4: Results - users encouraged to tie project completion and quality metrics to training completion

Part 2: Instructional Strategy & Content Outline

Course-At-A-Glance

Module	Time Allotted (Minutes)
You're A Subject Matter Expert	5
Working with an Instructional Designer	9
Instructional Design Process - Overview	10
Content Development Process	10
Feedback Process & Final Sign-Off	10
TOTAL	40

Summary & Learning Objectives by Module

Module	Summary	Learning Objectives
You're a Subject Matter Expert	This module serves as a broad orientation to the roles and responsibilities for this role; recommendation is to offer/require this module before beginning any project.	Once you complete this module, you will be able to: ● Define a subject matter expert (SME)'s purpose ● Recall common roles and responsibilities
Working with an Instructional Designer	This module serves as an introduction to the role and responsibilities of an instructional designer and sets expectations for the working relationship between a subject matter expert and instructional designer; recommendation is to offer/require this module before a SME/ID first meeting.	Once you complete this module, you will be able to: ● Define an instructional designer's role ● Recall expectations for collaboration with an instructional designer
Instructional Design Process	This module provides an introduction to the	Once you complete this module, you will be able to:

	instructional design process, including popular development models, key terminology, the role of project management, and best practices for starting a project right and troubleshooting any challenges that arise; recommendation is to require/offer before a SME/ID meeting.	• Identify instructional design models and differentiate approaches between each • Define key instructional design terms • Recall project management's role in learning development • Recall best practices to troubleshoot common challenges
Content Development Process	This module covers how to identify and curate the correct level of content for a given project -including a discussion of the potential role of AI, best practices for communicating content to instructional designers, and review of common job aids and forms; recommendation is to require/offer after a SME/ID meeting to provide preparation for the next phase.	Once you complete this module, you will be able to: • Curate content to meet audience needs • Recall the strengths, challenges, and best practices related to using AI tools in the content development process • Recall best practices to communicate content with instructional designers • Recall purpose of presented job aids and forms
Feedback Process & Final Sign-Off	This module covers how to provide feedback on drafts of design documents, storyboards, wireframes, and drafts, and reviews the importance and common steps of the final sign-off process; recommendation is to require/offer after content is delivered/before the review	Once you complete this module, you will be able to: • Differentiate between strong and weak feedback • Write strong feedback for visual/graphic, content, and flow/interactivity issues

	process begins.	- Identify a design document, storyboard, wireframe, and draft - Recall steps for final sign-off