

SME Course Development Commitment & Process

Pre-Planning

- **Kickoff Call:** Each SME is asked to join a 90-minute introductory kickoff call prior to starting course development.
- **Access to Monday.com:** This is our project management tool.
 - You will receive an email with access instructions to Monday.com immediately before your kickoff call.
- **Time Commitment & Call Schedule**
 - Courses take approximately 4-6 weeks to complete.
 - One (1) 1-hour meeting per week (frequency can be adjusted based on availability and course deadlines).
 - On average total time commitment is 1- 2 hours per week for course revisions and feedback prior to next call.

Course Development

- Each course will begin with the development of **Course Key Points**. This is developed first and will act as an outline for course.
- Each course is comprised of 5 components. The components are guided by the **Course Key Points**.
 - Video, Rehearsal, Best Practice Outline, Best Practice Resources and Quiz
 - **Step 1:** Develop the **Video** and **Rehearsal Scripts**.
 - These are the most time sensitive as they must be sent to production.
 - **Step 2:** Develop the **Best Practice Outline** and **Best Practice Resources**.
 - This is the main content for the course and includes downloadable pdfs, links to blogs and other resources.
 - **Step 3:** Develop the **Quiz**.
 - **Step 4:** After each component is complete, we will ask for your written approval in Monday.
 - **Step 5:** Final Executive level approval will be required prior to course launch.
- Your SalesBoost partner will do most of the heavy lifting and formatting of documents and content.
- This is not intended to be a burden rather an opportunity to share your experience and expertise for colleagues to help in their professional development.

Post- Course Launch

- **Onboarding Call:** Each SME is asked to participate in at least one of the onboarding calls for your organization.
- **Survey:** Each SME will be asked to participate in a 10-minute phone survey about the course development process and overall feedback on the platform.