Subject Matter Expert Guide

What is this PlaybookBuilder project all about?

We're here to help capture the best practices inside your organization and transform them into processes that can be followed by all. The PlaybookBuilder software will house all of that training to share with your company new hires and others on the team using video, links, quizzes, and checklists, files, and even QR codes.

What is your role as an SME?

You're considered an SME, (a Subject Matter Expert) by your leadership. And you've been asked to speak and share on a handful of topics relevant to your company. Your role as an SME is easier than you might imagine. You were identified as having expertise in a specific area and are being asked to share what you know. The work you do is important and we want to teach others on the team how to do what you do *as well as you do it*. That's it really. You will be involved in a couple of Zoom! calls to learn about what you do and then someone on your team will interview you on camera to capture your teaching. Be yourself. It won't take long and it will have lasing value to the company.

Clearing your schedule

Please take the time to clear your calendar for the calls and push out any important tasks until later. This is important and will have lasting value. If you need to, please prep your staff or co-workers to protect you from noise and distraction so you can concentrate and remain focused.

Preparing Your Content

The main question you'll be asked is:
Tell us about your role - what are your main activities? Or, tell us about the steps of the process you do when you are doing X.

Homework

Please take 20 minutes and write down some key thoughts. Remember! You don't have to memorize anything! We'll ask and you answer. Pretty easy.

PREP QUESTIONS: What are the MAIN PARTS (no more than 10-12) of your ROLE?

What are the MAIN STEP/CONCEPTS (no more than 10-12) for the PROCESS you've been asked to address?

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