

Key Terms and Concepts

Term	Definition
Business Unit	The name of the unit where the audience for your training resides.
Concept(s)	An idea that is related to a process provided at the beginning of each section of the course to help the participant to understand what is being trained.
Course	A series of sections (lessons) used to teach skills and knowledge for a task or process.
Course Objectives	The specific tasks the participants will be able to accomplish upon completing the course.
Course Purpose	The reason the participants are taking the course.
Curricula	A document that describes the content of the course and the individual sections that comprise the course.
Demo	The process of showing how to accomplish a task to the course participants.
dotx	An extension at the end of a word document to indicate it is a template. The normal extension for a word document is .doc.
Exercise	A task the participants work on to help them understand a topic within the course.
Format	The way in which the template or document is arranged.
Flow Chart Shapes	Predefined shapes in Microsoft office used to define a process. Refer to the Chart of flowchart shapes for a full description of each available Shape
Instructor Guide	The instructor guide is similar to the participant guide, in addition to the participant note it also contains instructor notes from the presentation.
Instructor Notes	Notes used to help the training developer or SME to deliver the course.
PDF	A file format used because it looks exactly like the printed document.
Participant	<i>An Employee who is a member of the target audience that is</i>

	<i>attending the course.</i>
Participant Guide	A guide used by participants to view the details of the course and to take notes.
Process	A series of steps taken in order to achieve a complete a process. This is demonstrated through a process flow.
Reviewer	An SME who reviews the training materials for content and quality (spelling, grammar and style).
Section	The smallest unit of a course used to describe a specific task or process.
Section Objective	The specific tasks the participants will be able to accomplish upon completing the section.
Slide Master	A predefined format used in PowerPoint to help in the development of a presentation.
SME	A Subject Matter Expert (SME) is a person who is an authority on a particular area of topic.
Style	A predefined format of text in PowerPoint or Word used to maintain a consistent format to the presentation or document.
Supporting Document	Documents that are included in the training materials because they are part of or support the materials of the course.
Template	A preset format for a document or presentation used so that the format does not have to be recreated.
Terms and Concepts	The definition of a word or concept provided at the beginning of each section of the course to help the participant understand what is being trained.
Training Developer	A person who is developing the training materials.
Training Evaluator	The name of the member of the OED team responsible for reviewing your training.