Key Terms and Concepts

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| 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 | *An Employee who is a member of the target audience that is attending the course.* |
| 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. |