Training Development SME Questions

Topic: _____

SME(s): _____

What are some of the areas that cause the most confusion?

What are some of the most common questions you get about this topic?

What are the common mistakes that people make in this area?

What are the most dangerous mistakes people can make in this area? What is the impact?

What are the biggest gaps between what people should be doing and what they are actually doing?

If they walked away remembering only three things, what would they be?

1.

2.

3.

Do you have any stories or examples that help illustrate key points?

Need to know information

Nice to know information

Should be able to seek reference to find out

Are there any checklists or references that might help people use this information in their daily work?