

Reviewing a job aid?

Keeping things simple can be tricky. We've put together this guide to help make the process smooth.

Preparing to Review



Timing depends on the complexities of your policies and procedures, and who you involve. Here are some guidelines to help you budget your time to start—as you develop a rhythm, you can adjust.



For job aids that focus on areas fully owned by your team,
budget 30-90 minutes of review time.



For job aids that require input from other teams,
budget a few weeks for another team leader to provide their changes.


 Focus on	 Don't focus on
What your intended audience needs to know	What a compliance professional or lawyer needs to know
The specific behavior you want to occur	General information that does not tie to a call-to-action
Tailoring the language to your company, policies, and risks	Fine-tuning the layout or design (we'll handle the rest)



Need more guidance?

Review our Customization Guide to see what changes are included: <https://hubs.ly/H0gkTDI0>

Have questions? Chat with us!

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 thebroadcast.com/help-desk