

Content Scope Job Aid

What is content scope?

The content scope provides a list of topics to be addressed by the training course. These topics bridge the gap between existing knowledge and the knowledge necessary to achieve the learning objectives.

How to decide what content is relevant:

Content must be carefully selected to address the audience needs. Consider what is already known by participants and their familiarity with the subject matter. Additionally, identify the critical information the participant needs to know.



How to organize content:

- Sequence content in the order used on the job
- Cover critical tasks (incorporate “need to know” content first, and then, if applicable, “nice to know” content)
- Don’t overload the course with too much information

How to determine the content scope:

Using the content scope template, consider the following questions to determine the high-level concepts that will provide the content scope for the training program:

Learning objective

1. Review the learning objectives.

Content categories

2. Review the relevant measure for the learning objective.
3. What are the high-level categories addressed in the learning objective?

Key concepts

4. Analyze the list of content categories.
5. Review the audience analysis and the audience familiarity with training subject matter.
6. What **new** information does the participant need to achieve the learning objective?