

Hello and welcome to the RDM Curriculum General Manager “Building Your Sales” project! We are excited to have such a great group of SMEs to work with and we know this course will be one of the reasons X Company continues to develop top level talent. I’d like to briefly introduce our team. My name is Samantha Wilson and I am the Sr. Manager for this project. We have two very talented Instructional Designers on our team- Jane Smith and Fred Jones. My role is to manage this project and Jane and Fred will be facilitating most of the meetings to help us develop the correct information. We also have Taylor Adams working as our Design Assistant. Taylor will help in scheduling and preparing for our meetings.

Here is a bit about what to expect as a Subject Matter Expert (SME):

- You will be providing your subject matter expertise to help design training materials for a General Manager course on the topic of “Building Your Sales”.
- The training materials may include a coaching guide, an assessment, and an e-Learning. For example: If you look at a coaching guide that we have created and the functional training information is not correct, you will be able to provide the correct wording. Or, if we forgot to mention something in the course that is essential for a General Manager to know, you can suggest our designers include it and where it should fit in the training sequence.

If you are remote, you will be able to participate in all of the meetings virtually from your location. I will be using webcasting and will include log-in information in the meeting invites. There will be a total of three meetings you will need to attend. These meetings are as follows:

- SME Orientation- 1 hour, with Anne Roberts- RDM Curriculum Program Manager
- Rapid Design Meeting- 3 hours
- Review Meeting of e-Learning Draft- 2 hours (optional, but strongly recommended to filter comments)
- SME Final Approval Meeting for entire course- 3 hours

You will need to take several hours on your own time to review the completed materials before the final two meetings. The dates for these review periods will be shared with you at the first meeting. You will always have three full days to review the materials. There will be a few times when an Instructional Designer has a quick 5 minute question and will call or e-mail you to ask the question. Also, if we use any photos or illustrations you can help us select the best shot. If you are unable to complete reviews or attend meetings you may send a delegate in your place, just make sure deadlines are met!

It is very important that we begin to schedule these meetings. We are working with a large group of Subject Matter Experts and everyone's time is valuable. My design assistant, Taylor Adams will be contacting you to find calendar time for these meetings. Our team would like to thank you in advance for your flexibility and dedication in creating new RDM training.

Attached is a brief outline of the topics to be included in this course.
Please contact me with any other questions or concerns. Thank you.