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The Subject Matter Expert (SME) Selection Process

Follow these steps to create a positive and effective relationship between the Training Department and SME's.

1. Potential SMEs are identified.
2. SME's manager is contacted to discuss:
 - How training need was identified.
 - Importance of course in curriculum plan and business' goals.
 - Time commitment & Timeline.
 - Role of SME in development and delivery.
 - Expected deliverables.
 - Adding project to SME's performance appraisal.
3. SME is confirmed by manager or different SME is identified (begin again at Step 2)
4. Manager meets with SME to discuss points in Step 2, and:
 - Being selected demonstrates employee's value to the organization.
 - *What's in it for them?* They will be recognized by the organization, executive committee, and project added to their performance review.
5. SME accepts role and responsibilities (if not, return to Step 1)
6. Manager notifies Training of SME's acceptance.
7. Training notifies Human Resources (HR) of SME's participation.
8. HR documents SME's participation in employee file and contacts Manager to confirm project was added to SME's performance appraisal.
9. Training contacts SME to begin process.
10. Manager or Training sends an email to the organization:
 - Congratulating SME on his/her selection.
 - Describing final deliverable of project and benefit to the organization.
 - Preparing others for the extra work SME may have due to project.

11. Upon completion of project, SME is sent a thank you letter from division's upper management and Training.