

Cheat Sheet: Create Effective Training in 7 Minutes or Less

Determine Training Topics

MY TOPIC IS:

Isolate Skill Sets and Best Practices

MY SKILL IS:

MY BEST PRACTICES ARE...

Outline In Bite-Sized Chunks

MY OUTLINE:

WHAT I WILL SAY TO INTRODUCE THE TOPIC (INCLUDE A FACT TO BUILD CREDIBILITY):

MY 3 MAIN TAKEAWAY POINTS (BEST PRACTICES):

- 1.
- 2.
- 3.

MY CLOSING AND CALL TO ACTION (USE EMOTION OR APPEAL TO THEIR CHARACTER):

Record the Video

DOWNLOAD OUR FREE VIDEO EDITING GUIDE AT [TYFOOM.COM/FREE-VIDEO-EDITING-GUIDE](https://tyfoom.com/free-video-editing-guide)

Edit the Video

WORDS TO APPEAR ON SCREEN:

- 1.
- 2.
- 3.

Distribute And Test Knowledge

SCHEDULE A CALL WITH TODAY AT [TYFOOM.COM/CONSULTANT-MEETING](https://tyfoom.com/consultant-meeting) TO LEARN MORE

Creating Video-Based Microcontent:

This cheat sheet will help you create short and impactful video-based microlearning communication and training content. The Tyfoom platform provides a simple and easy way to upload videos for approval and distribution.

Step 1 Tip:

Training topics are strategic, broad ideas that are important to your organization. They may include areas for improvement, skills to develop or information employees need to review.

Step 2 Tip:

Break the topic down into several skills that can be taught to employees. Isolate 3-10 simple best practices that need to be implemented by employees to develop the skill.

Step 3 Tip:

Create a very brief outline of the training in sentence form.

Step 4 Tip:

Don't use a formal script. This makes the content more personal and credible. Videos should be 2 minutes or less.

Step 5 Tip:

Edit using free software such as YouCut or VLLO on mobile or iMovie or Windows Video Editor for desktop. Add words to the screen to highlight main points and include a branded ending to video.

Distributing Training Tip:

Upload your training video directly through the Tyfoom app from your mobile device, or into the admin dashboard from a computer. Include three questions to test knowledge transfer and schedule in a playlist.

Sample Outline

Area For Improvement: Team Collaboration and Communication

Topic: Helping your employees better handle conflict in the workplace.

Skill: Avoiding Defensive Behavior

Outline

Introduction

When something negative happens, a conversation gets heated, a dispute arises or anything of that sort occurs, avoiding defensive behavior will help the situation.

3 Main Points

1. In a heated situation there are typically two types of reactions. Humans tend to attack or defend. Recognizing these reactions can help you defuse a situation.
2. Defensive behavior can make a situation worse. Examples include: Eye rolling, ignoring another, shaking of the head, frowning, making faces, refusing to speak, arguing, blaming others, swearing, provoking, or denying actions.
3. If there is a conflict or issue at work it is best to stay calm and politely try to keep them calm. Try to calm the other person down and suggest you continue the conversation when both of you are calm and have had time to think.

Close and Call To Action

If you cannot defuse defensive behavior simply walkaway to cool down, or to allow a co-worker to cool down.

See the resulting microlearning video from this outline at tyfoom.com/sample-outline-video

About Tyfoom

Tyfoom is the #1 engagement platform for employee communication and training. We provide a simple and easy way to connect all employees with leaders every day to improve culture, productivity and employee engagement. Tyfoom employs non-disruptive, science-based techniques and gamification to facilitate the transfer of knowledge and increase accountability.