



REEL IN THOSE SUBJECT MATTER EXPERT (SME) TRAINERS

SME trainers.

Gotta love'em!

They are so rich with knowledge of the task at hand. If *only* they were better at getting it out of their head and communicating so others could understand. Sigh....

Don't get discouraged! Your job is to capture that rich knowledge and provide them with a strong set of facilitation skills, a healthy dose of adult learning, and more than a sprinkling of presentation/platform skills.

Before you even start down the "SMEs as trainers" path, the first step is to develop some selection criteria. Here's what we've found effective*. Feel free to tailor to fit your situation!

Consider using a scale like this scale for rating:

- 0 = Not at all/hasn't a clue!
- 1 = Squeaks by at the bare minimum
- 2 = Hallelujah! Snag 'em!

The subject matter expert has:

- ___ Time available for a training assignment.
- ___ Willingness to take on training assignments.
- ___ Proficiency in the subject matter.
- ___ "Ambassador" skills: has spoken in positive terms about the training to others,

encouraged others to try/use the skills, has had success with the skills and shared with others, etc.

- Experience in conducting classroom training or in giving presentations.
- Experience in coaching or mentoring others either formally or informally.
- Experience conducting one-on-one training or on-the-job training.
- Good verbal communication skills.
- Good written communication skills.
- Facilitated team meetings or has been a team leader.

TOTAL SCORE

***From "The Great Art of Training Delivery" by Training Clinic founder, Jean Barbazette, published by Pfeiffer Wiley, 2006, San Francisco, CA.**

Taking the time to think about these criteria when selecting SMEs will not only enable you to select more qualified candidates for your training efforts but will show the organization that you can't just pick -out someone and drop them into a training role.

For more information on how to select, evaluate, and train your SMEs click [HERE](#) and check out our *Certified Training Manager* and *Certified Training Coordinator* programs. OR you may want to sent your SMEs to our *Facilitate Training with Impact!*

"Anyone can train?".... We know better!

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