

COMPLIANCE TRAINING • Map Your Topic Requirements

Use this table to understand the required elements of your compliance training topic. List each requirement, and for future reference, note the sources where you can find more information about it. Next, define how a requirement might impact your organization and/or target audience. Add any measurable metrics related to the requirement; these will aid in evaluating the success of your program. Finally, on the next page, brainstorm some content presentation approaches.

Topic:	Audience:
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Requirement	Source/Reference	Point(s) of Impact*	What's Measurable?

* Possible points of impact include: Situations with life and death implications, areas of business and legal risk, violations that can generate legal action, concerns about product quality, warranties, and return rates, SME/sponsor insights and stories, or other key items.

Feel free to make additional copies of this form as needed.

COMPLIANCE TRAINING • Plan Your Content Presentation Approach(es)

Topic:	Audience:
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Point of Impact	Point of Impact
Presentation Ideas	Presentation Ideas

Point of Impact	Point of Impact
Presentation Ideas	Presentation Ideas

Point of Impact	Point of Impact
Presentation Ideas	Presentation Ideas

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