Compliance Course Template

8-10 hour project: Complete compliance training course

Project Overview

Create a complete compliance course.

Time: 8-10 hours total
Output: Full course with content, scenarios, assessments, job aids

Phases:
• Translate (90 min): Policy → plain language
• Structure (60 min): Course outline
• Scenarios (120 min): Decision-point situations
• Content + Job Aids (120 min): Modules and references
• Assess (90 min): Knowledge checks
• Polish (60 min): Review and refine

Total savings: 52-70 hours (85%+ reduction from 60-80 hours)

Phase 1: Translate (90 minutes)

Convert policy to plain language:

Source: [Compliance policy document]

AI Prompt:
"Review this compliance policy and extract the key requirements:

[Paste policy]

For each requirement:
• State it in plain language
• Explain what employees must do
• Give an example of compliance
• Give an example of violation
• Note consequences of non-compliance

Format as a simple list, no legal jargon."

Review for accuracy against source document.

Critical Requirements

For compliance courses:

■ All requirements accurately represented
■ No legal interpretation (state facts only)
■ Clear examples of what to do/not do

- Decision-point scenarios realistic
- Job aids for quick reference
- Assessment tests understanding
- Expert review before launch

Never launch compliance training without SME verification.