

## JOB AID GUIDELINES

ASTD is a leader in the field of Workplace Learning and Performance therefore participants expect conference speakers to possess a level of skill that includes well-prepared materials. Despite exceptional content, seasoned speakers can receive negative evaluations due to poorly designed or unreadable session materials. Please **read the Job Aid Guidelines carefully** and refer to them to ensure your Job Aid meets all preparation and submission criteria.

### **What is a Job Aid?**

You may be thinking that anything that helps a person do his or her job is a job aid. That's not quite true. Although it is difficult to find a universally accepted definition, there are three primary components of a job aid:

1. A job aid stores information or instruction external to the user.
2. A job aid guides the user to perform the task correctly.
3. A job aid is used during the actual performance of the task when the user needs to know the information or procedure.

We can't always be expected to remember the specific steps necessary to complete a task when the task is not performed frequently or is very complex; we need a reminder. A job aid is something that may be consulted quickly, when needed. It provides specific, concise information to the user.

### **Advantages of Job Aids**

#### **Timeliness**

Job aids are designed to be used when the need to know arises.

#### **Transferability**

Job aids help employees transfer new skills and knowledge from a training class to their job.

#### **Reduction in Recall**

Job aids reduce the need for individuals to remember so much information. Job aids are an efficient method to reduce problems associated with relying strictly on recall to perform in certain situations.

## Need help designing a job aid? Some resources are:

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- [Job Aid Basics](#) by Joe Willmore
- ASTD's Infoline [Create Effective Job Aids](#) by Susan Russell
- [ASTD Bookstore](#)

## YOUR JOB AID

### Your job aid should

- support the edited learning objectives identified for your session. Please review the online description for the **edited** objectives
- highlight the key themes, steps, or tasks that can be applied back on the job
- be a worksheet, list, table, chart, or graphic (as long as it conforms to job aid requirements).