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Job Aid
 [Topic Name, Company Name]



Step by Step
[Job Aid Name]

*[The step-by-step format presents instructions in sequential order. The step format is most appropriate when the learner must complete a series of linear tasks in which detail are critical to completing the task. This kind of job aid is ideal for technical training on software applications.]*

Section Title

|  |  |
| --- | --- |
| TASK #1 |  |
| [Enter Task Name] | Image or Screenshot |
| Step 1: [Enter task description]*Note: [Enter notes and tips that will help the learner for this specific step.]* |  ../../../../../../Desktop/Screen%20Shot%202016-12-27%20at%208.55.25%2 |

|  |  |
| --- | --- |
| TASK #2 |  |
| [Enter Task Name] | Image or Screenshot |
| Step 1: [Enter task description]*Note: [Enter notes and tips that will help the learner for this specific step.]* |  ../../../../../../Desktop/Screen%20Shot%202016-12-27%20at%208.55.25%2 |

|  |  |
| --- | --- |
| TASK #3 |  |
| [Enter Task Name] | Image or Screenshot |
| Step 1: [Enter task description]*Note: [Enter notes and tips that will help the learner for this specific step.]* |  ../../../../../../Desktop/Screen%20Shot%202016-12-27%20at%208.55.25%2 |

Checklist
[Job Aid Name]

*Checklists are groups of items to be considered when executing required tasks. They present guidelines for completing a task and are commonly used to ensure consistency. The checklist items are generally presented in a logical order but are not necessarily followed in that same order. Checklists are ideal for compliance based tasks and activities.*

Section Title

|  |  |  |
| --- | --- | --- |
| TASK | Complete | DESCRIPTION |
|  [Enter Task Name] | Yes [ ]  Yes [ ]  | [Description text] |
| [Enter Task Name] | Yes [ ]  Yes [ ]  | [Description text] |
|  [Enter Task Name] | Yes [ ]  Yes [ ]  | [Description text] |
| [Enter Task Name] | Yes [ ]  Yes [ ]  | [Description text] |
|  [Enter Task Name] | Yes [ ]  Yes [ ]  | [Description text] |
| [Enter Task Name] | Yes [ ]  Yes [ ]  | [Description text] |

Section Title

|  |  |  |
| --- | --- | --- |
| TASK | Complete | DESCRIPTION |
|  [Enter Task Name] | Yes [ ]  Yes [ ]  | [Description text] |
| [Enter Task Name] | Yes [ ]  Yes [ ]  | [Description text] |
|  [Enter Task Name] | Yes [ ]  Yes [ ]  | [Description text] |
| [Enter Task Name] | Yes [ ]  Yes [ ]  | [Description text] |
|  [Enter Task Name] | Yes [ ]  Yes [ ]  | [Description text] |
| [Enter Task Name] | Yes [ ]  Yes [ ]  | [Description text] |

Decision Flow Chart
[Job Aid Name]

*Decision flow charts allow the user to make decisions based on a set of conditions. They are usually comprised of “if-then” statements that guide users to appropriate decisions. Decision tables are ideal when tasks or decisions are dependent on conditions that may vary.*

Section Title

**Step 3:** [Enter task description]

**Step 2:** [Enter task description]

*If YES, proceed to step 2a, if NO, proceed to step 3*

**Step 1:** [Enter task description]

**Step 4:** [Enter task description]

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**Step 2c:** [Enter task description]

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**Step 2b:** [Enter task description]

**Step 2a:** [Enter task description]