# Curated Learning
## Starter Checklist

A practical guide for SMEs who want learning that actually gets used.

### BEFORE YOU START: SET THE GUARDRAILS

- [ ] We are curating learning to solve a real performance problem, not "because learning is good"

- [ ] We know who this learning is for (role, team, or situation)

- [ ] We've agreed what "better" would look like (e.g. fewer questions, better decisions, smoother onboarding)

If you can't answer these three, pause here. Curation without purpose becomes noise.

### STEP 1: CLARIFY WHAT ACTUALLY MATTERS

- [ ] We've identified 1–3 priority skill or performance areas

- [ ] These are based on real observations, not assumptions

- [ ] We can describe the problem in plain language

- [ ] We've resisted the urge to "cover everything"

"If this improved, what would be easier day to day?"

## STEP 2: FIND CONTENT WORTH CURATING

☐ Resources come from credible sources

☐ Content is practical, not overly theoretical

☐ Format suits real work (short videos, guides, examples)

☐ Content is current and still relevant

☐ Each resource earns its place

**Sense-check questions:**

- Would I actually use this myself?
- Could someone apply this within a week?
- Does it solve the problem we identified?

## STEP 3: CHOOSE WHERE LEARNING WILL LIVE

☐ We're using a tool people already use (e.g. Slack, Teams, shared drive)

☐ No extra logins or complicated navigation

☐ Location is easy to find again

☐ Access works for everyone who needs it

If people need instructions on how to access it, it's too complex.

## STEP 4: ORGANISE BEFORE YOU SHARE

☐ Content is grouped into clear categories

☐ Each resource has a short description explaining why it's useful

☐ We've limited the number of resources per topic

☐ We've removed anything that's "nice to know"

**Helpful structure ideas:**

- By role
- By task
- By common problem
- By stage (e.g. new starter → confident)

## STEP 5: DESIGN FOR REAL USE (NOT CONSUMPTION)

☐ Learning fits into the flow of work

☐ Resources are short enough to use under pressure

☐ People know when to use what

☐ Learning supports action, not just awareness

"When would someone actually need this?"

## STEP 6: ENCOURAGE ENGAGEMENT (LIGHT TOUCH)

- [ ] Managers know this exists and why it matters

- [ ] Expectations are realistic (no mandatory binge-learning)

- [ ] Sharing insights or tips is encouraged, not forced

- [ ] Learning feels supportive, not monitored

Remember:

If learning feels like another task, it will be avoided.


## STEP 7: KEEP IT USEFUL OVER TIME

- [ ] We have a simple review habit (monthly or quarterly)

- [ ] Outdated content is removed

- [ ] New needs are added gradually

- [ ] Feedback is welcomed and acted on

**Simple signals to watch:**

- What gets used
- What gets ignored
- What questions keep coming back

## FINAL SENSE CHECK

☐ This curated learning solves a specific problem

☐ It's easy to access and easy to use

☐ It respects time-poor teams

☐ It supports performance, not just learning activity

If you can tick most of these boxes, you're on the right track.

**Curated learning works best when it's intentional.**

**If you'd like help designing curated learning that fits your business, your tools, and your people without adding more systems or overwhelm that's exactly what we do at Jessanol.**