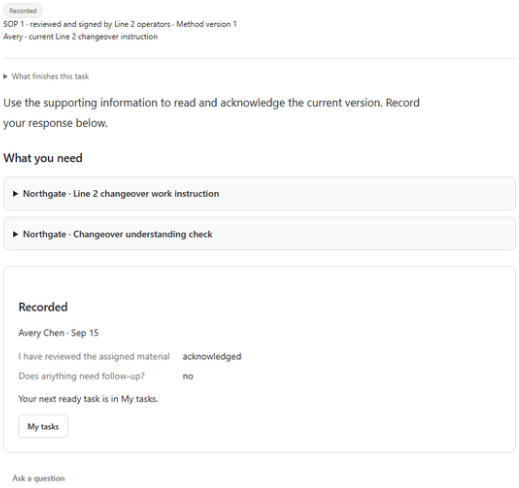
LEARN A MODULE AND PASS THE CHECK

Give repeated learning difficulties a considered next step

Let the team lead choose a coaching plan, an authorized exemption or reassignment after repeated failure. Keep the check result alongside that decision so the response addresses the learner's recorded outcome.

Study the module and answer the check > Review the material and retake (when triggered) > Decide coaching, exemption or reassignment (when triggered)

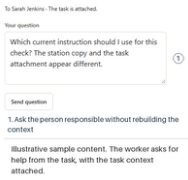
SkillSmith · Keep the acknowledgement with the assigned instruction



SkillSmith · Record the understanding-check result separately



SkillSmith · Ask for help with the task attached



Keep the acknowledgement with the assigned instruction

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Assigned team member	Study the module and answer the check; Review the material and retake	Respond with attempts, pass/fail and score.
Team lead	Decide coaching, exemption or reassignment	Respond with decision: coaching plan / exemption with authority / reassignment and never a pass.

Choose coaching, authorized exemption or reassignment

In a worked example, the person is still failing after remediation; the lead records a supported next decision and the failed result remains a failed result.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Module and Quiz	Open the selected material for this occurrence.
Recorded response	decision: coaching plan / exemption with authority / reassignment and never a pass	Save the response with its work context.
Review point	still failing after remediation	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Learn a module and pass the check

Bring module and quiz into the prepared work. Assigned team member and Team lead each receive the context needed for their part.

01 Study the module and answer the check

Record score, pass/fail and attempts.

02 Review the material and retake

When failed after the allowed attempts, record score and pass/fail.

03 Decide coaching, exemption or reassignment

When still failing after remediation, record decision: coaching plan / exemption with authority / reassignment and never a pass.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Learn a module and pass the check

A person studies a short module and proves it with a scored check; failure leads to remediation, not silence, and the lead decides what happens when it keeps failing - a decision that is recorded as an exception, never converted into a pass.

Annual HazCom refresher · Paint shop

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Module The task uses this material	The learning item (text, video from the media catalog, or a document).	
Quiz The task uses this material	The scored check with pass mark and attempts.	
Remediation The task uses this material	What to review before retaking.	

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose module and quiz from the resources your team uses.

02 Agree the responsibilities

Confirm assigned team member and team lead for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Walk through these conditional steps: “Review the material and retake”; “Decide coaching, exemption or reassignment”.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains decision: coaching plan / exemption with authority / reassignment and never a pass. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring module and quiz. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do the conditional steps become part of the method?

The conditional route is used when failed after the allowed attempts. Select the variant or respond to the recorded condition before treating that step as required.

What is the outcome for the wider workflow?

The person has a passed check, or the lead has recorded coaching, an authorized exemption or reassignment.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
An incomplete response loses its correction route.	Use waiting, return and correction paths with a responsible owner and retained context.
An open item has no visible responsible next action.	Inspect task state, related work and the responsible next action in Pulse.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- Should the next step be coaching, an authorized exemption or reassignment?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact