INSTRUCTION AUTHORING AND REVIEW

Turn an AI draft into work instructions your team has reviewed

Develop a supplied draft around the actual task, resolve specific review comments and publish a version colleagues can use.

Make the task specific > Review the working draft > Publish for use



SkillSmith · Resource review

Comment

Please add an example of the correct label before we publish this instruction.

1

Add comment

1. Make the requested revision specific

Make the requested revision specific: add the correct-label example before publication.

Bring the author, reviewer and intended reader into a useful instruction review.

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 who make the instruction usable

Illustrative responsibilities for reviewing a packing instruction. Your organization names the author, reviewer and publishing owner.

Your role	The contribution	SkillSmith support
Instruction author	Develop the working draft.	Add the actual task references and correct unclear steps.
Experienced colleague	Check the method against the job.	Identify the missing comparison, expected result and exception.
Resource owner	Choose publication and access.	Resolve the review questions and publish for the intended readers.
Instruction user	Use the published method.	Open the supporting instruction and raise a task question when clarification is needed.

Replace “check the order” with a usable decision

In this packing example, the draft says to check the order. The reviewer asks for the order reference, an example of a matching label and the action to take if they disagree.

Make the instruction answer the real job

01 Bring the draft	02 Make it specific	03 Resolve the review	04 Publish for use
What work must this instruction help a colleague complete?	Can someone identify a match and handle a mismatch?	Has the reviewer’s specific concern been resolved?	Who needs to use the published instruction?

CONNECTED WORK / PREPARED PLAYBOOKS

Bring a supplied draft through a useful review

Keep the working resource with its author and collaborators. Use a concrete job example to improve the content, then choose when the reviewed version is ready for its readers.

01 Bring the draft

Add the supplied draft to a working resource. In this example, the author brings a packing instruction and the actual order and label references so the reviewer can check what the person would do.

What work must this instruction help a colleague complete?

02 Make it specific

Replace “check the order” with a comparison of the order reference and packing label. Add an example of a match. If they disagree, the instruction tells the colleague to hold the affected pack and ask the named lead.

Can someone identify a match and handle a mismatch?

03 Resolve the review

The reviewer asks for an example of the correct label beside the instruction. The author adds the example and resolves the remaining question with the reviewer before choosing to publish the version.

Has the reviewer’s specific concern been resolved?

04 Publish for use

Publish the reviewed version and set its intended audience. Working collaborators and published readers have distinct access. Link the instruction into the relevant prepared task so the colleague has its supporting material when doing the job.

Who needs to use the published instruction?

Prepared work supported by the reviewed instruction

Use the working resource for authoring and review. Link its published version to the prepared job; add an acknowledgment task when people need to read a revision.

Standard work - Put the applicable instruction beside the job and its required response.

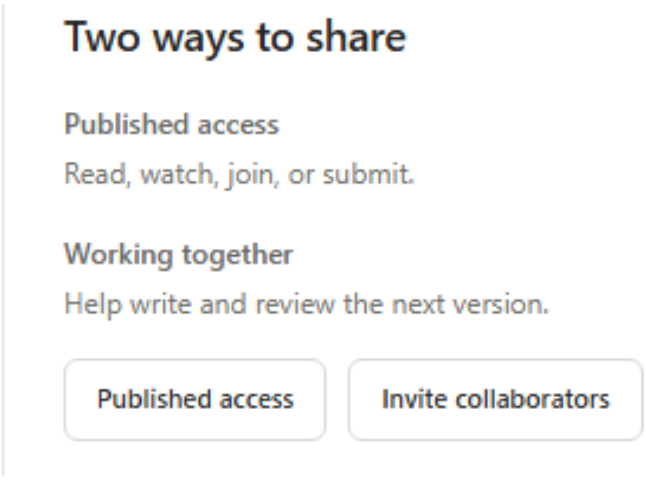
Document acknowledgment - Ask the intended people to read the revised instruction and raise questions.

YOUR INFORMATION / CONNECTED WORK

Keep the draft, review and published use connected

Resources gives authors and collaborators a shared place to develop the instruction. Published access serves its readers, while prepared tasks carry the relevant instruction into the work.

SkillSmith · Work context at the point of contribution



Give collaborators working access and readers the published resource.

Working resource The author adds a supplied draft.	Develop the instruction with its collaborators and relevant references.
Review comments The reviewer identifies a missing job detail.	Keep the requested revision beside the instruction.
Published resource The owner publishes the reviewed version.	Set its audience and use it as supporting material in prepared work.

YOUR DELIVERY PLAN / OUR TEAM

Start with an instruction your team needs to improve

Bring a supplied draft and someone who knows the actual job. We'll help your team try a practical review and publication method around that instruction.

01 Choose the draft and job

Select one instruction with a clear reader and work setting. Gather the actual references and an example that exposes an unclear step.

A useful review scope tied to the real task.

02 Work through the correction

Invite the author and relevant reviewers. Make the missing comparison, expected result and exception explicit in the working resource.

A revised instruction with specific review questions resolved.

03 Publish and check the first use

Choose the intended audience and publish the version. Follow a colleague's first use and capture any question that should improve the next revision.

A published instruction and an owned next improvement.

We are here to help



Rohit Singh

VP of Strategic Partnerships



Brent Jackson

Director of Customer Success

Bring us the work your team wants to improve. We'll walk through your instructions, responsibilities and review criteria, then show how our platform can support that work.

WHY SKILLSMITH / YOUR NEXT STEP

Keep your authoring work and improve the review

We help you organize the draft, relevant collaborators and published audience around one real instruction. Your author and reviewer keep the substantive decisions about what the job requires.

A draft tied to the actual job

Develop the instruction with the task reference, expected result and exception.

A specific, visible review request

Keep the reviewer's requested correction beside the working resource.

A clear route to published use

Give collaborators working access and readers the published resource.

A question teams often ask

What should we bring?

Bring the supplied draft, the actual task and the references a colleague will use. An order and label example makes a packing instruction easier to review than fluent wording alone.

Let's review a draft your team needs to use

Bring a supplied draft and a colleague who knows the job. We'll follow the specific correction, review and publication together.

- Your supplied instruction draft
- The actual job reference and a mismatching example
- A reviewer's specific comment and author correction
- The intended published audience and first use

Request a demo

skillsmith.com/contact