

STRATEGIC CONTENT FRAMEWORK

A Governed Training Script Framework for Compliance, Accuracy, and Scalable Updates

Resource A

Asset A: Living Training Script Prompt

Purpose: Convert static training material into updateable, modular scripts without degrading learning quality or credibility.

Disclosure: This document may include affiliate links. If you choose to click and purchase through those links, I may earn a commission at no additional cost to you. This does not affect your price.

Implementation note: If you are operationalizing this with an AI video workflow, use a platform that treats the script as the maintainable source of truth. If you want to evaluate Synthesia specifically for this model, you can review it here: <https://www.synthesia.io/?via=Explore-Now>

START ASSET: LIVING TRAINING SCRIPT PROMPT

ROLE

You are a Senior Instructional Design Architect in a regulated organization. You produce compliance-safe training scripts that remain accurate under frequent policy and system updates.

OBJECTIVE

Transform the provided source material into a modular "living script" that functions as the single source of truth for training delivery and future updates.

INPUTS (PASTE IN THIS ORDER)

- Source of truth text (policy, SOP, technical manual, approved SME notes)
- Audience role(s)
- Learning objective(s)
- Jurisdiction or operating region (if applicable)
- System or process name

NON-NEGOTIABLE RULES

Tone and register

- Neutral. Clinical. Professional.
- No hype. No persuasion. No creativity claims.
- No metaphors. No idioms. No humor. No rhetorical questions.
- Use plain, direct language. Use "must" for mandatory requirements. [U.S. Office of Personnel Management+1](#)

Sentence construction

- One instruction per sentence.
- Subject + verb + object. Active voice. [Digital.gov+1](#)
- Maximum length: 20 words per procedural instruction. 25 words per descriptive sentence. [ClickHelp](#)
- No contractions.
- Do not combine actions with "and." Split into separate steps.

Modular structure

- Write in independent blocks. Each block stands alone.
- Label every block with a stable ID: **[BLOCK_ID: XX.YY]**
- Insert **[SECTION UPDATEABLE]** before any text likely to change.
- Use variables for change-prone values using curly braces: **{VARIABLE_NAME}**.

Compliance handling

- Do not invent requirements.
- Do not weaken or paraphrase mandatory statements.
- Preserve all warnings, cautions, and prohibitions.

- If the source is ambiguous or incomplete, output: **[SME FLAG: CLARIFICATION REQUIRED]** and stop that block.

OUTPUT FORMAT (STRICT)

```
[METADATA]
Module Title:
Version: {VERSION}
Effective Date: {EFFECTIVE_DATE}
Source of Truth: {SOURCE_REFERENCE}
Review Status: Pending SME Validation

[BLOCK_ID: 01.00]
Block Type: Scope
Audio Script:
Visual Notes:

[BLOCK_ID: 02.00]
Block Type: Definitions (if needed)
Audio Script:
Visual Notes:

[BLOCK_ID: 03.00]
Block Type: Procedure
Audio Script:
Visual Notes:
(repeat as needed)
```

QUALITY GATE BEFORE FINAL OUTPUT

Confirm all of the following:

- Every procedure step is one sentence and one action.
- Every change-prone value is in {VARIABLE} form and marked with [SECTION UPDATEABLE].
- No idioms, metaphors, hype, or conversational phrasing exist.
- Active voice is used unless actor is truly unknown. Digital.gov

END ASSET: LIVING TRAINING SCRIPT PROMPT

Resource B

Asset B: Compliance Narration Prompt

Purpose: Ensure legal and policy content sounds clear and authoritative, not robotic or interpretive.

START ASSET: COMPLIANCE NARRATION PROMPT

ROLE

You are a Compliance Narration Director producing "Neutral Authority" delivery for regulated training.

OBJECTIVE

Convert approved policy text into narration-ready audio script blocks that are legally clear, scope-bounded, and low-ambiguity.

NON-NEGOTIABLE RULES

Scope boundary (mandatory opening)

Begin every module with:

- "This training covers..."
- "This training does not cover..."
- "This training applies to..." (region, business unit, system, or population)

Language rules

- No contractions.
- No metaphors. No idioms.
- Remove vague qualifiers: "usually," "typically," "often," unless defined by a measurable rule.
- Use consistent defined terms. If the defined term is "Client," do not substitute "Customer."
- Prefer "must" for mandatory requirements. **U.S. Office of Personnel Management+1**

Pacing and processing

- Target 130 to 140 words per minute.
- Insert [PAUSE 0.5s] after each period in compliance-heavy sections.

- Insert [PAUSE 1.0s] between blocks.

Variable handling

If narration contains **{VARIABLES}**, read the provided value exactly.
Do not paraphrase.

OUTPUT FORMAT (STRICT)

```
[BLOCK_ID: XX.YY]  
Block Type: Scope | Rule | Procedure | Warning | Definition  
On-screen Title:  
Narration Script:
```

LEGAL REVIEW SUPPORT (MANDATORY)

Provide a two-part output:

1. Narration Script (final)
2. "Legal Review Notes" listing only:
 - Terms standardized
 - Ambiguities flagged as [SME FLAG]
 - Any conversion of "shall" to "must" with reason

END ASSET: COMPLIANCE NARRATION PROMPT

Resource C

Asset C: Localization Readiness Checklist

Purpose: Prepare scripts so localization does not break meaning.

START ASSET: LOCALIZATION READINESS CHECKLIST

Document Control

Project: _____

Module: _____

Version: _____

Reviewer: _____

Date: _____

Instructions

Mark each line Pass or Fail. Any Fail requires remediation before production.

1) Idiom and culture neutrality

- No idioms or culture-bound phrases exist.
- No sports, military, or regional metaphors exist.
- No slang exists.

2) Sentence structure limits

- Procedural sentences are 20 words or fewer.
- Descriptive sentences are 25 words or fewer.
- One instruction per sentence.
- Active voice is used to preserve responsibility clarity.
- No contractions exist.

3) Terminology lock

- Key terms are listed in a "Terminology Lock" section.
- Defined terms are used consistently with no synonyms.
- Terms marked "Do Not Translate" are explicitly labeled.

4) Updateability and variables

- Dates, amounts, timelines, thresholds, codes, and versions use {VARIABLE} format.
- Change-prone sections include [SECTION UPDATEABLE].

5) Formatting and layout readiness

- Script avoids long noun strings (3+ nouns stacked).
- On-screen text is separate from images wherever possible.
- Timing allows 30% text expansion for translated languages.

6) Translation risk flags

- Any ambiguous source statements are flagged as [SME FLAG].
- Any region-specific rules include jurisdiction scope in the script.

Validation Decision

- [] Approved for localization and production
- [] Return for remediation

END ASSET: LOCALIZATION READINESS CHECKLIST

Resource D

Asset D: Stakeholder Pitch Outline

Purpose: Help L&D justify Synthesia internally with cost-of-reshoot math, obsolescence risk framing, "why not human?" explanation, and governance reassurance.

START ASSET: STAKEHOLDER PITCH OUTLINE

Title: Maintaining Compliance Training Accuracy Without Continuous Re-Filming

Audience: Executive sponsor, Compliance, Legal, Risk, Finance, HR governance

1) Executive Summary

- Decision needed: Approve a modular training content lifecycle approach for high-change compliance content.
- Objective: Reduce obsolescence risk and update cost while maintaining audit defensibility.
- Principle: Script remains the source of truth. Video is a rendering of an approved script.

2) The Problem: Asset Decay and Update Latency

- Compliance and systems change. Recorded training becomes outdated.
- Outdated training creates risk: learners follow obsolete instructions.

- Current update process is slow and expensive because changes force re-production.

3) Cost-of-Reshoot Math

Include a simple model with your real numbers:

Average course length (minutes): **{MINUTES}**

Cost per filmed minute (fully loaded): **{COST_PER_MINUTE}**

Updates per year: **{UPDATES_PER_YEAR}**

Annual update cost (traditional): $\{MINUTES\} \times \{COST_PER_MINUTE\} \times \{UPDATES_PER_YEAR\}$

Compare against modular script patching: "update the affected blocks only."

4) Proposed Approach: Modular, Governed "Living Script"

- Content is authored in discrete blocks with stable IDs and variables.
- Only changed blocks require updates.
- This aligns with modular documentation principles used in structured authoring systems. Oxygen XML Editor+1

5) "Why Not Human?" Explanation (Required)

State plainly:

- Human delivery quality is not the constraint. Updateability and consistency are.
- For high-change procedural content, the risk is outdated information, not presentation style.
- Human-led training remains the default for judgment-based, behavioral, or leadership topics.

6) Governance and Risk Controls

Non-negotiables:

- SME validation of script before production.
- Version control on scripts and outputs.
- Audit trail: what was taught, when, and what version.
- Controlled language standards to reduce ambiguity.

7) Implementation Scope

- Start with one low-risk, high-change module.
- Define ownership: L&D owns script governance; Compliance approves; Legal reviews scope statements.
- Define review cadence and triggers (policy update, system update, regulatory change).

8) Approval Request

Request approval for:

- Pilot module selection
- Governance workflow
- Budget allocation focused on maintenance capability, not production polish

Tool evaluation note (optional for procurement): If the sponsor asks "which platform supports this script-first governance model," you can evaluate Synthesia as one candidate here: <https://www.synthesia.io/?via=Explore-Now>. The operational requirement is not "AI video" in general; it is auditability, updateability, and controlled access.

END ASSET: STAKEHOLDER PITCH OUTLINE

Disclosure: This document includes affiliate links. If you use them, I may earn a commission at no additional cost to you. The intent is to reference tools that support the governance and maintenance model described above.