

# 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

## 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} x  
{COST\_PER\_MINUTE} x {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.

**U.S. Office of Personnel Management+2** **Digital.gov+2**



## 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.