LMS Curriculum Design & Administration

Every effective training program starts with a conversation — not a content dump. When designing role-based curricula, my first step is always a structured discovery process with the department's Business Process Owner (BPO) and senior Subject Matter Experts (SMEs). Together, we map out exactly what an employee needs to know, do, and demonstrate at each stage of their role — from day one onboarding through full qualification.

Once that discovery is complete, I translate those conversations into a visual curriculum architecture that organizes training into logical phases: core orientation, department-specific process training, and role-specific qualification. Each phase builds intentionally on the last, ensuring employees aren't overwhelmed on day one and that nothing critical falls through the cracks.

From there, the curricula are built out in the LMS — courses assigned, user groups configured, and completion tracking activated. The result is more than a checklist. It becomes a transparent training roadmap that shows employees not just where they are, but where they're headed — turning compliance requirements into genuine career development opportunities.

The examples below illustrate this approach applied to a Packaging Associate role and a Laboratory Scientist qualification pathway.

(Blur has been applied in certian areas to protect proprietary information.)

