How to Create an Effective Job Aid

1. Keep it to one page.

2. Begin with a meaningful, unambiguous title.

3. Include only the most important points about a topic.

4. Ensure all text is concise, accurate, and grammatically correct.

5. Group information using numbered or bulleted lists.

6. Present no more than 12 elements.

7. Use large type (to support print-and-hang) and an easy-to-read font such as Arial.

8. Use subtitles, white space, and bolding for clarity and appeal.

9. Include a way for learners to get additional information on the topic.

10. Include a footer containing the file name, publish date, and version.

11. Distinguish each job aid visually using color or simple shapes.