

Smartcat AI Skills Lab: L&D

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This worksheet guides you through today's session. Follow along, capture your notes in the lined areas, and leave with a concrete action plan for AI-powered global learning & development.



Set Your Goal

Clarify the workshop outcome



Build Core Skills

Practice essential AI L&D techniques



Create Action Plan

Define next steps and ownership

What challenge are you facing?

Check all that apply:

- Training takes too long to localize for global markets
- Courses go live late in some regions
- Terminology and tone drift across languages
- Compliance reviews slow down content production
- Too much manual work in course updates and localization
- No clear governance for AI-generated training content
- No data-driven way to identify and address skill gaps
- Other: _____

Goal of Today

What is the **#1 outcome** you want to achieve by the end of this session? Examples:

- Build a workflow to improve training retention by 25–30%
- Define which content can be AI + agent reviewed vs. human reviewed
- Create a governed source of truth for multilingual training
- Connect learning data directly to performance outcomes

My goal:

Key Question to Answer

What is the one question you need answered today?

1. AI Prompt Engineering for High-Quality Translations

Goal: Turn translation instructions into a governed framework the AI can follow consistently.

Govern Translation Output

How prompting governs tone, terminology, and context inside Smartcat

Prevent Terminology Drift

Using glossaries and approved terms to enforce consistency across languages

Specify Regional Context

Defining language preferences and regional nuances through structured prompts

Prompts as Translation Guardrails

How structured prompts replace manual corrections and scale multilingual content faster

Notes

Action Steps — check what you'll do first:

- Audit existing terminology and style documentation
- Build or refine multilingual training glossary
- Create structured translation prompt template
- Add glossary enforcement for high-risk training content

My first action:

[Get help rolling out plan in Smartcat](#)

2. Automating Global Training Content

Goal: Eliminate adaptation lag and launch training simultaneously across all markets.



SCORM Package Localization

Uploading and auto-translating entire SCORM course packages across multiple languages



Full Asset Translation

Translating courses, PDFs, slides, and videos — not just text strings



Review Inside Smartcat

Reviewing translations in the Smartcat editor before exporting localized packages



Simultaneous Global Launches

Exporting localized SCORM files directly to the LMS for all markets at once

Notes

Action Steps — check what you'll do first:

- Identify SCORM courses with highest localization need
- Map all training asset types requiring translation
- Define review workflow inside Smartcat
- Remove one sequential localization bottleneck this quarter

My first action:

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3. Adaptive Learning Content Creation

Goal: Keep training programs current and responsive — without rebuilding courses from scratch.

01

Generate New Training Courses

Use the Learning Content Agent to create new course modules automatically

02

Update Existing Courses

Regenerate course content quickly when products, policies, or regulations change

03

Edit & Refine Modules

Review and adjust AI-generated content to match your specific learning objectives

04

Export & Deploy via SCORM

Export updated courses as SCORM packages and push directly to the LMS

Notes

Action Steps — check what you'll do first:

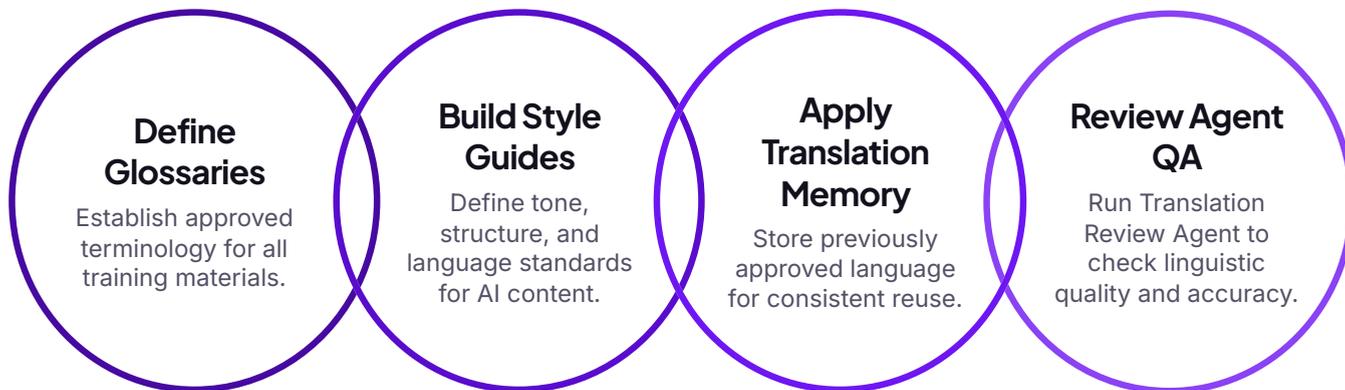
- Identify courses most in need of urgent updating
- Map emerging skill needs requiring new content
- Run a Learning Content Agent course generation demo
- Define continuous content refresh cadence

My first action:

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4. Knowledge Governance & AI Quality Assurance

Goal: Build a structured knowledge base that keeps AI-generated training accurate and consistent.



Embedding glossaries, style guides, and translation memory directly into the workflow ensures AI-generated training content stays aligned with company standards — reducing reviewer burden while maintaining consistency.

Notes

Action Steps — check what you'll do first:

- Audit existing terminology and product documentation
- Build or update training-specific glossary
- Enable translation memory in Smartcat workflow
- Run Translation Review Agent on a current course

My first action:

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5. AI Compliance & Ethical Governance

Goal: Accelerate content production without compromising regulatory or ethical standards.

Compliance Review Agent
Automated checks that flag risky claims in training content before it goes live

Industry Regulations
Industry-specific and regional regulatory requirements built into the review layer

Escalation Workflows
Defined escalation paths for high-risk training assets requiring human sign-off

Ethical AI Standards
Maintaining transparency and organizational integrity across all training materials

 **Notes**

Action Steps — check what you'll do first:

- Identify regulated industries or topics in your training catalog
- Define high-risk content categories
- Add Compliance Review Agent to production workflow
- Document escalation process for flagged content

My first action:

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6. Performance Analytics & ROI Measurement

Goal: Use real learning and operational data to continuously improve training effectiveness.

→ **LMS Progress Reports → Learner Struggle Points**

Identify where learners stall inside courses and target those sections for improvement

→ **Time-on-Task Data → Confusing Content**

Use time spent signals to highlight sections that need redesign or simplification

→ **Assessment Results → Knowledge Gaps**

Pinpoint where understanding breaks down and align follow-up training accordingly

→ **Translation Turnaround → Localization Efficiency**

Combine workflow metrics with learning data for a full picture of training effectiveness

→ **Language Coverage → Market Readiness**

Align training investment to markets where skill gaps most impact performance outcomes

 **Notes**

Action Steps — check what you'll do first:

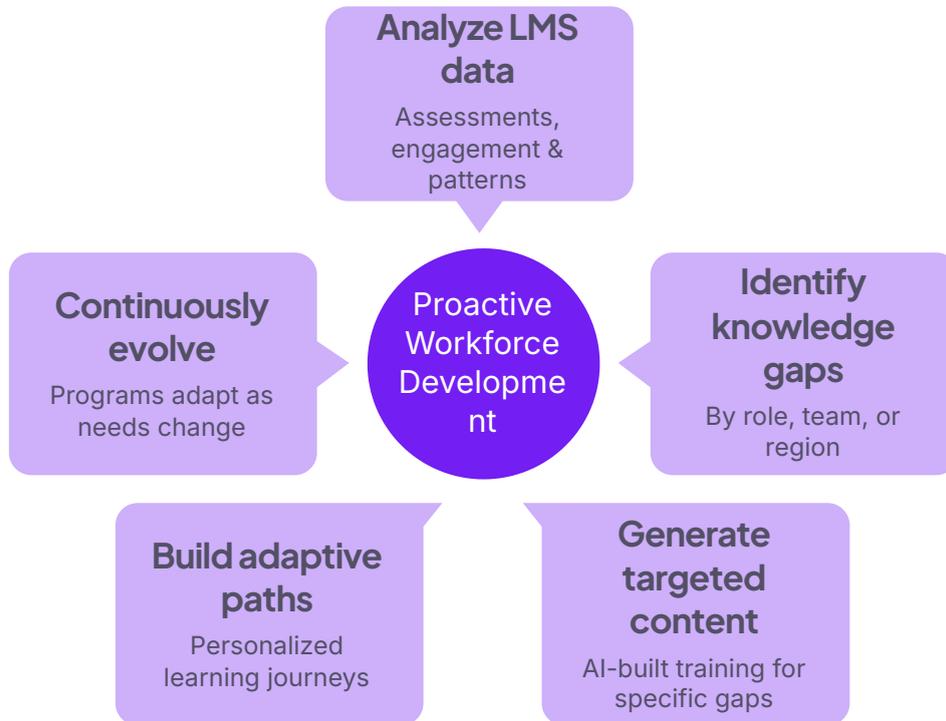
- Identify top 3 performance-critical training programs
- Pull assessment and completion data by course and region
- Decide which metrics to prioritize beyond completion rates
- Align training investment to performance outcomes

My first action:

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7. Predictive Skill Gap Analysis

Goal: Move from reactive training to proactive workforce development using AI-driven insights.



Notes

Action Steps — check what you'll do first:

- Pull LMS assessment and engagement data
- Identify top 3 emerging skill gaps by role or team
- Generate a targeted training module using AI
- Define adaptive learning path structure for a key audience

My first action:

Action Plan & Next Steps

Top 3 Takeaways

What are the three most important things you're leaving with today?

- 1. _____

- 2. _____

- 3. _____

Immediate Next Steps (Next 24–48 Hours)

-  Schedule internal L&D alignment meeting
-  Audit training terminology and glossaries
-  Map course localization workflow
-  Identify SCORM automation opportunity
-  Define AI vs. human review matrix for training
-  Pull LMS analytics by course and region

My first step:

1

3-Month Goal

e.g., Improve training retention by 25%; launch courses simultaneously across 3 markets; implement AI + agent review for 60% of training assets

My goal:

2

6-Month Goal

e.g., Fully automated SCORM localization for priority courses; adaptive learning paths live for 3 key roles; compliance guardrails embedded in content workflow

My goal:

3

12-Month Goal

e.g., Predictive skill gap analysis operational; time-to-competency reduced by 30%; learning outcomes directly tied to performance KPIs

My goal:

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