synthesia

Training Video

Script Templates

Onboarding Script Template

Scene	Narration	On-screen / Visuals
1	Welcome the learner and name the topic. Be direct. Tell them exactly what this video covers and why it matters on the job.	Avatar. Title card with video name.
2	Name the consequence of not knowing this. What goes wrong for them, their team, or the business?	On-screen text reinforcing the stakes.
3	State what the learner will be able to do by the end of this video. One observable action.	On-screen text listing the outcome.
4	Introduce your first topic or policy. State it plainly: what it is and why it exists.	On-screen text introducing the topic.
5	Make it concrete. What does this look like in practice? Give a specific example, a common scenario, or show the process in action.	Screen recording, example scenario, or supporting visual.
6	Introduce your second topic. State it plainly.	On-screen text introducing the topic.
7	Make it concrete.	Screen recording, example scenario, or supporting visual.

8	Introduce your third topic. State it plainly.	On-screen text introducing the topic.
9	Make it concrete.	Screen recording, example scenario, or supporting visual.
10	Name the most common mistake new hires make with this topic. Be specific. Name the behavior, not just the category.	On-screen text naming the mistake.
11	Explain what to do instead. If there's a resource, a form, or a person to contact, name them here.	On-screen text with the correct behavior and resource.
12	Optional. Add a knowledge check to confirm understanding of the most important policy or process covered.	Question on screen. Learner selects a response before continuing.
13	Tell the learner exactly what to do next. Where do they go, what do they submit, who do they contact? One action, one resource.	On-screen text with next step and link. Avatar closes the video.

Completed Example

Scenario: Expense Reporting

Learning Objective: This video is for new hires who currently don't know the company's expense reporting process or what's reimbursable. After watching, new hires should be able to submit a correctly completed expense report in the approved tool so that finance teams don't have to chase corrections and reimbursements are processed on time.

Scene	Narration	On-screen / Visuals
1	Welcome to the team. This video covers one thing: how to submit an expense report. It takes about two minutes to watch and will save you a lot of back-and-forth with finance later.	Avatar. Title card: "How to submit an expense report."
2	Expense reports submitted incorrectly get rejected. That means delayed reimbursements for you and extra work for the finance team. Most rejections come down to a few common mistakes, and all of them are avoidable.	On-screen text: "Submitted wrong = paid late."
3	By the end of this video, you'll be able to submit a correctly completed expense report in [tool name], first time, every time.	On-screen text: "Submit it right. Get paid on time."
4	First, know what's reimbursable. The company covers travel, accommodation, client meals, and work-related supplies up to the limits in our expense policy. Personal expenses, alcohol purchased outside of client	On-screen text listing reimbursable and non-reimbursable categories side by side.

	entertainment, and anything over the per diem limit are not covered.	
5	If you're unsure whether something is reimbursable, check the expense policy in [location] before submitting. A quick check now saves a rejection later.	On-screen text: "When in doubt, check the policy first." Link to expense policy.
6	Second, submit within 30 days of the expense. Submissions older than 30 days require manager approval and a written explanation, and some may not be reimbursed at all.	On-screen text: "Submit within 30 days."
7	Set a reminder the same day you incur an expense. A note in your calendar or a task in [tool name] takes 10 seconds and ensures nothing slips past the deadline.	On-screen text: "Log it now. Submit it this week."
8	Third, attach your receipt to every line item. A receipt must show the date, vendor, and amount. Screenshots of bank transactions are not accepted.	On-screen text: "Date. Vendor. Amount. Every time."
9	Open [tool name], create a new expense report, and attach the receipt directly to the relevant line item before submitting.	Screen recording of the receipt upload flow in the expense tool.
10	The most common reason expense reports get rejected is missing or incorrect receipts: no receipt attached, a receipt that doesn't	On-screen text: "Most common rejection reason: receipt issues."

	match the line item, or a bank statement submitted instead of a vendor receipt.	
11	Always attach the original vendor receipt before you submit. If you've lost a receipt, contact finance at [email] before submitting. They'll tell you what to do.	On-screen text with finance contact details.
12	Quick check: your expense report was submitted three weeks ago and hasn't been reimbursed. What's the most likely reason? A) The amount was too high. B) A receipt was missing or incorrect. C) You submitted too early.	Question on screen with three response options. Correct answer: B. Brief on-screen feedback for each choice.
13	You're ready to submit. Open [tool name], complete your expense report, attach your receipts, and submit for approval. If you have questions, contact finance at [email] or check the full expense policy at [link].	On-screen text with tool link, finance email, and policy link. Avatar closes the video.