Design Document

Business Purpose	- Many individuals are choosing to work from home, but do not know the best setup that will allow them to be successful when working from home. It is important that these individuals have a solid foundation for what is needed to set up a home office and ways to be successful with remote work. By the end of the course, the learner will be confident with setting up a home office. A solid home office setup will allow the individual the opportunity to focus on the job and produce high quality work. - The goal of this course is to provide examples of efficient furniture and technology options that will be needed to set up a home office. It will also give examples of personal home office additions and why these additions are helpful when setting up a home office. Lastly, it will demonstrate ways to manage time and balance work and personal life when working remotely.
Target Audience	- Individuals that are setting up a home office for the first time - Individuals who have not been successful with remote work and need guidance and suggestions to improve their home office setup.
Training Time	30-minute eLearning course
Training Recommendation	(1) eLearning course - An eLearning course is recommended for this information because many of the companies that have employees working remotely are dispersed in many different areas nationally and internationally. It will also give the learner the opportunity to go at his or her own pace. - The course will have scenarios and click interactions that discuss furniture and technology options for a home office setup and why it is essential for these options. - The course will also contain scenarios, click interactions, and explanations for managing time while working from home and balancing personal time.
Deliverables	(1) storyboard outlining the essentials to set up a home office course (1) eLearning module developed in Storyline with voiceover narration (1) Checklist for home office essentials job aid in PDF form
Learning Objectives	- Select the necessary equipment and technology tools to set up a home office - Distinguish the best area to set up a home office - Determine the benefits of using natural and artificial lighting in a home office. - Identify ways to establish a work-life balance with working remotely.
Training Outline	Introduction - Welcome - Navigation - Introduction to setting up a home office with narrator avatar - Learning Objectives

Topic: Equip Yourself

- Choosing Your office furniture
  - ❖ Scenario: avatar to avatar conversation discussing home office essentials for furniture and the importance of each suggestions
- Technology essentials
  - ❖ Learner click to reveal interaction to show each technology tools needed for remote work with an image and how they are used
- Location, Location, Location
  - ❖ Learner click to reveal interaction to give ideal locations to set up a home office
  - ❖ *(Knowledge Check)* Learner drags the correct technology tools to the appropriate area
- Adding Personal Touches
  - ❖ Learner click to reveal interaction with examples and benefits of using personal items in a home office with the client avatar on side to learn

Topic- Time Management

- Time management strategies
  - ❖ Interaction will have learner explore ways to manage a day working remotely
- Setting a Routine
  - ❖ Learner interacts with images and suggestions to set and stick to a workday routine
  - ❖ *(Knowledge Check)*- choose all that apply type of review question for time management
- Work/Life Balance
  - ❖ Scenario- client avatar interacts with narrator avatar on how to balance work and personal life with remote work.
  - ❖ Examples will appear for the client avatar to review with voiceover

Assessment Plan	(5) assessment questions - Questions will be multiple choice - Learner is required to score 80% to pass and is allowed unlimited retakes