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| *Business Purpose* | Headquartered in Tampa, FL, Up, Up, and Away Travel Agency (UUATA) currently employs people from all over the country. Before 2020, all employees reported to the office location in Tampa. However, during the COVID-19 pandemic of 2020, UUATA avoided business loss by expanding its services to provide customers with virtual travel experiences. This new service required the hiring of remote employees from all over the country. The business move was a complete success! Not only did UUATA remain open, but business grew by 50%! Now that travel has reopened, UUATA would like to retain its remote employees as well as hire additional remote staff. Recognizing that most new hires have not been in a remote working situation before, the management would like to provide training to these new hires in how best to manage their work time as a remote employee. Providing them with these skills and tools as part of their onboarding training will help ensure a successful experience and a lasting relationship with Up, Up, and Away Travel Agency.  |
| *Target Audience* | This course is intended for newly hired remote employees of Up, Up, and Away Travel Agency as part of the onboarding training. |
| *Training Time* |  10 minutes |
| *Training Recommendation* | The course will be delivered through an eLearning module developed in Articulate Rise. This format will best meet the needs of UUATA employees as it will allow employees to complete the training within their own time frame and is not dependent upon the employee’s location. As hiring new employees is an ongoing and frequent occurrence at UUATA, it also serves UUATA in that it is part of the onboarding training required of all new hires and allows onboarding to happen regularly.  |
| *Deliverables* | * Design Document
* eLearning module developed in Articulate Rise
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| *Learning Objectives* | By the end of this course, the learner will be able to:1. Explain the importance of time management in a remote working environment.
2. Identify five areas of effective time management.
3. Provide examples of effective time management strategies.
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| *Training Outline* | 1. Course Overview
2. Introductory Lesson with Learning Objectives
3. Workspace
4. Prioritize
5. Working Hours with a Knowledge Check
6. Take Breaks
7. Stay Connected
8. Quiz
9. Summary
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| *Assessment Plan* | * A Knowledge Check question will be presented within the Working Hours section.
* A Final Graded Quiz will be given at the conclusion of the course. The quiz will contain five questions. The learner must receive a score of 80% or higher to pass. The learner may retake the quiz as many times as needed to pass.
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