

Dot & Co's Creating a Wooden Sign Design Document

<i>Business Purpose</i>	<p>Dot & Co has seen an increase in customers without prior experience in creating wooden signs with vinyl stencils. Dot & Co values small class sizes of 4-6 customers per instructor to provide a more hands-on approach. With the increase in customers who require training, more instructors would be required per class to provide hands-on support and Dot & Co is not prepared to hire additional employees at this time.</p> <p>This training will educate customers without prior experience creating a painted wooden sign on the step-by-step process, how to choose contrasting colors and how to assemble their finished project.</p> <p>Goal: Dot & Co will be able to serve a larger group of customers per class (7-10 customers) with only one instructor in at least 85% of classes.</p>
<i>Target Audience</i>	New customers who have never painted a wooden sign before.
<i>Training Time</i>	30 minutes
<i>Training Recommendation</i>	<p>This course will be an eLearning module. This is the best format because the module can be self-paced and completed in its entirety at the beginning of their first class. While the module is being completed by new customers who have never painted a wooden sign, the instructor will begin class for the returning, experienced painters and support them with their needs. The instructor is responsible for checking in with customers taking the module to see if they need support after getting the returning customers started. As customers complete the module, they will join the class and the instructor will be able to focus on providing them with tailored individual or small group support.</p> <p>The learning will largely be scenario based with a knowledge check. It begins with an instructor welcoming the customer into the store, introducing them to contrasting colors, explaining the step-by-step process, and explaining how to assemble their finished project.</p>
<i>Deliverables</i>	<p>1 Storyboard</p> <ul style="list-style-type: none">• Outlining the course• Script <p>1 eLearning Course</p> <ul style="list-style-type: none">• Developed in Articulate Storyline• Includes voiceover narration <p>2 Job Aids</p> <ul style="list-style-type: none">• Step-by-step guide that the customer will need to follow when completing their wooden sign.

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	<ul style="list-style-type: none"> • Paint and Stain Guide for customers to make their paint selections on.
<i>Learning Objectives</i>	<p>By the end of the training, customers will be able to:</p> <ul style="list-style-type: none"> • List the materials needed to make a wooden sign. • Choose contrasting colors from a color chart. • Sequence the steps in creating a wooden sign. <p>All learning objectives will be measured in the graded assessment at the end of the training.</p>
<i>Training Outline</i>	<ol style="list-style-type: none"> 1. Introduction 2. Navigation 3. Learning Objectives 4. Contrasting Colors <ul style="list-style-type: none"> ➤ Introduce the learner to what contrasting colors are and how to choose them based on the background color of their project. The learner will learn the best and worst contrasting colors for the background colors: red, orange, yellow, green, blue, purple, white, black, brown and gray. 5. Knowledge Check <ul style="list-style-type: none"> ➤ Learners will correctly sort good and poorly contrasting colors into the appropriate categories to show mastery of this concept. 6. Step-by-step Guide <ul style="list-style-type: none"> ➤ Learners will navigate through the first half of the steps needed to create a wooden sign: <ul style="list-style-type: none"> ▪ Painting your wood ▪ Weeding your stencil (define term weeding) ▪ Taping your stencil ▪ Peeling your stencil ▪ Applying your stencil 7. Knowledge Check <ul style="list-style-type: none"> ➤ Learners will correctly sequence the first 5 steps of the step-by-step guide. 8. Step-by-step guide continued <ul style="list-style-type: none"> ➤ Learners will navigate through the last half of the steps needed to create a wooden sign: <ul style="list-style-type: none"> ▪ Remove the tape ▪ Priming and painting your stencil ▪ Removing your stencil ▪ Assembling your frame ▪ Adding your hardware 9. Summary 10. Quiz Introduction 11. Assessment

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	12. Congratulations
<i>Assessment Plan</i>	<p>This assessment will measure the learning objectives of the course. There will be one question to assess if the learner can list the materials needed to create a wooden sign, two questions will assess if the learner can choose contrasting colors from a color chart, and two questions will assess if the learner can sequence the steps needed to create a wooden sign.</p> <ul style="list-style-type: none">❖ 5 Graded questions or various formats (multiple choice, True/False, Sequencing).❖ Learner must score 80% or higher to pass. Unlimited attempts will be given.❖ Learner will have a chance to review the quiz to see the correct answers and retry the quiz to pass with an 80% or higher pass rate.❖ Questions will be created during the eLearning development phase after the storyboard and script have been created and the course will be designed around the learning objectives that are being assessed.