

Design Document

Training Title: Time Management

Business Goal and Problem	Jones and Smith Manufacturing is a manufacturing company that produces pet products. The goal of Jones and Smith Manufacturing is to improve employee time management to increase production by 10%. Recently, Jones and Smith Manufacturing has experienced turnover and new hires are not managing their time well. This has resulted in productivity decreasing by 15% since 2022 and an insufficient amount of pet products being sold. This is decreasing company profits by 20%.
Target Audience	The audience consists of new employees who work on machinery to produce pet products for Jones and Smith Manufacturing. These learners need to improve how they manage their time while on the clock and on breaks. These employees are mainly in their twenties or thirties and are of various genders. They are new hires at Jones and Smith Manufacturing. These new employees are skilled at using the machinery but need to improve their time management skills to increase productivity by 10%.
Learning Objectives	<p>Terminal LOs: After this course you will be able to:</p> <ul style="list-style-type: none">• Prioritize required tasks• Avoid distraction to promote effective communication• Manage time while on break <p>Enabling LOs:</p> <ul style="list-style-type: none">• Create a quadrant checklist of the tasks that need to be completed during your shift• Order tasks from highest priority to lowest• Complete the tasks in order during your shift• Actively communicate with coworkers throughout your shift• Acknowledge that you have heard what your coworker has said to you by restating their words• Maintain goal oriented communication during your shift• Track the time you spend on break• Use your break time efficiently
Training Recommendation	<p>Delivery Method: Learners should access this eLearning built in Articulate StoryLine through the Jones and Smith Manufacturing website.</p>

	<p>Approach: This e-learning course is scenario-based learning. It is narrated with voiceover. Learning is scaffolded and presented through multiple scenarios realistic to the manufacturing setting. Multiple knowledge checks are placed throughout the course and are scenario based to allow the learner to check their understanding of learning objectives.</p>
Training Time	15 to 20 minute e-learning course
Deliverables	<p>This course includes one e-learning module that is developed in Articulate Storyline. It includes:</p> <ul style="list-style-type: none"> • Elearning with voice over narration
Training Outline	<p>Introduction:</p> <ul style="list-style-type: none"> • Welcome Slide • Navigation • Learning Objectives • Training Purpose <p>Prioritizing Required Tasks</p> <ul style="list-style-type: none"> • Introducing the Eisenhower Matrix <ul style="list-style-type: none"> ◦ Do <ul style="list-style-type: none"> ■ Tasks that need to be completed urgently ◦ Schedule <ul style="list-style-type: none"> ■ Tasks that need to be completed but can be scheduled for a later date ◦ Delegate <ul style="list-style-type: none"> ■ Tasks that all employees can do and can be given to another employee to complete ◦ Delete <ul style="list-style-type: none"> ■ Tasks that can be deleted from the task list • Reviewing the Quadrant Chart • Knowledge Check: prioritizing required tasks using the quadrant chart <p>Avoid Distraction to Promote Effective Communication</p> <ul style="list-style-type: none"> • Introducing effective communication <ul style="list-style-type: none"> ◦ Communicating your needs calmly and clearly ◦ Maintaining eye contact ◦ Using open body language to show interest and positivity ◦ Remaining goal oriented • Scenario-practicing goal oriented communication <ul style="list-style-type: none"> ◦ Communication that is relevant to the task at hand and ensures the task is completed • Knowledge check: avoiding distraction to promote effective communication <p>Managing Time While on Break</p> <ul style="list-style-type: none"> • Importance of managing your time to promote productivity • Practicing time management skills

- Be punctual
 - Monitor your time
 - Use your time wisely
- Knowledge Check: managing time while on break to remain a productive employee
- Course Summary
 - Prioritizing required tasks
 - Avoid distraction to promote effective communication
 - Managing time while on break
- Final Graded Quiz
 - Quiz directions
 - You must earn 80% to pass
 - Question format: multiple choice
 - Question 1
 - Judy's supervisor has given her a list of tasks to complete during her shift. What should Judy do before she begins working on the tasks?
 - Question 2
 - Skylar is talking to Judy during their shifts on the assembly line and it is distracting her from her work. What should she do to maintain her productivity?
 - Question 3
 - Judy is looking at her quadrant checklist while working but she is getting confused. What should Judy do to work more efficiently?
 - Question 4
 - Skylar has been returning to his shift late after taking his breaks. What should he do to improve his time management?
 - Question 5
 - Skylar has been using his break time to talk with friends. He returns to work without eating lunch and asks for a break again later to eat and use the restroom. What should Skylar do differently?
 - Quiz results
 - Shows a passing score 80% or above with option to review quiz or continue
 - Shows failing score of below 80% with option to review quiz and retake quiz
- Congratulations
 - Congratulations the learner on completing the course

Assessment Plan

- Level 2 Assessment:
- Three ungraded scenario based knowledge checks.
 - The first knowledge check formatively assesses the learner's understanding of terminal objective one: prioritize required tasks.
 - The final course assessment contains 5 questions assessing the terminal learning objectives
 - Learners must earn 80% to pass the e-learning module final assessment
 - All questions are in multiple choice format

- The learner will have unlimited attempts to pass the quiz

Level 3 Assessment: The learners will be observed on the job one month after passing this e-learning course. Their post-training performance will be compared to their prior performance to determine if the e-learning was successful.