

How to Be a Productive Remote Professional —Design Document

Subject	Topics to Include
<i>Business Purpose</i>	<p>The How to Be a Productive Remote Professional training will impact the business by:</p> <ul style="list-style-type: none"> • Enhancing employee’s productivity and in return increase customer satisfaction and revenue • Boosting employee’s work life balance to increase productivity for the company
<i>Target Audience</i>	<ul style="list-style-type: none"> • Professionals from all backgrounds transitioning to remote work locations or already working remotely.
<i>Training Time</i>	20 - 30 minutes
<i>Training Recommendation</i>	<ul style="list-style-type: none"> • 1 e-Learning module • This course has 6 brief sections: <ul style="list-style-type: none"> o Workspace o Equipment o Time Management o Breaks o Communicate o Clock Out
<i>Deliverables</i>	<ul style="list-style-type: none"> • 1 e-Learning module <ul style="list-style-type: none"> o Developed in Articulate Storyline o Includes voice-over narration o Includes six brief sections o Includes knowledge checks developed in Articulate Storyline
<i>Learning Objectives</i>	<p>In this module, learners will be able to:</p> <ul style="list-style-type: none"> • Build a better and more organized remote work area • List the equipment needed in a remote work area to be productive • Practice self-discipline and create structured schedules • Apply balance to their work and personal life
<i>Training Outline</i>	<ul style="list-style-type: none"> • Welcome • Navigation • Objectives • Workspace <ul style="list-style-type: none"> o Discuss the importance of a comfortable and functional work area o Show examples of a functional work areas • Knowledge Check <ul style="list-style-type: none"> o Click to submit the correct photo of a functional work area o Correct, Show the Correct Answer Feedback

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	<ul style="list-style-type: none">• Equipment<ul style="list-style-type: none">○ Learners will go through and click each equipment listed to reveal more information about its functionality in the work area• Time Management<ul style="list-style-type: none">○ List examples of Time Management techniques• Breaks<ul style="list-style-type: none">○ List examples of best practices for taking breaks while working remotely• Knowledge Check<ul style="list-style-type: none">○ Learners will click to reveal more information about the correct option for taking a break during work hours○ Correct, Try Again Feedback• Communicate<ul style="list-style-type: none">○ List examples of communication and networking methods• Clock Out<ul style="list-style-type: none">○ Learners will hover on markers to reveal more information about work and life balance• Summary
<i>Evaluation Plan</i>	<ul style="list-style-type: none">• 2 knowledge check questions will be asked throughout the course• Question format will be multiple choice• Learners will be given feedback of the correct answers for their knowledge