

Design Document

<i>Business Purpose</i>	Little Joy Flower Farms is a farm focused on cut flower production for wholesale and retail sales. The farm is rapidly expanding and hiring part time employees during the early spring planting and preparation time. Seed starting is a simple, yet very important process to be done uniformly to grow successful seedlings. Each employee needs brief, yet thorough instruction on the seed starting process to make sure everyone is following the same guidelines.
<i>Target Audience</i>	New and returning employees will utilize the training as any employee may be on the seed starting team any given day.
<i>Training Time</i>	15-minute eLearning course
<i>Training Recommendation</i>	New and returning employees should receive eLearning training in the farm office. There will be a job aid posted in the seed starting room with a checklist to help employees make sure they remember all of the steps required.
<i>Deliverables</i>	<ul style="list-style-type: none"> • 1 eLearning module, developed in Articulate Rise • 1 Seed Starting Checklist PDF Job Aid
<i>Learning Objectives</i>	<p>By the end of the training, learners will be able to:</p> <ul style="list-style-type: none"> • Identify supplies for indoor seed starting • Describe the information found on the seed packet • Recognize proper seed starting technique through the germination phase
<i>Training Outline</i>	<p>Introduction</p> <ul style="list-style-type: none"> • Welcome • Objectives <p>Topic: Preparing to Plant Seeds</p> <ul style="list-style-type: none"> • Supplies Needed for Seed Starting <ul style="list-style-type: none"> ○ Visual ID of items ○ Explanation of items ○ Knowledge Check: Supplies • Reading a Seed Packet <ul style="list-style-type: none"> ○ Information contained graphic ○ How to apply the information learned from the packet • Knowledge Check <p>Topic: Seed Starting Process</p> <ul style="list-style-type: none"> • Step by step process • Knowledge Check <p>Topic: Caring for Seeds until Germination</p> <ul style="list-style-type: none"> • Daily items to check

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	<ul style="list-style-type: none">• Knowledge Check Assessment
<i>Assessment Plan</i>	80% passing on eLearning module assessment consisting of 5 questions.