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| *Business Purpose* | Pro-Con currently does not have any form of an introductory course for new employees to learn about the company or the paper industry. This has caused issues among employee retention. In particular, Pro-Con has had several employees get hired on without any background in either manufacturing or the paper industry. Upon arrival at Pro-Con for their first few days of work, they realize it is not what they expected and they are no longer interested. This results in new employees choosing to leave after only several days of work.  To better prepare new employees, Pro-Con has decided to create an introductory training course for new and prospective employees to complete to learn about Pro-Con and the paper industry as a whole. This training should reduce the amount of employees leaving shortly after being hired due to not knowing what this job entails. | |
| *Target Audience* | * All new and prospective employees at Pro-Con | |
| *Training Time* | * 25 minutes | |
| *Training Recommendation* | * 1 e-Learning course   + An e-Learning course is the best option for this training as it can easily be sent to new or prospective employees. This allows them to look over the training and familiarize themselves with the company prior to accepting a position. * Course is designed to show a full picture of Pro-Con and where it falls in the paper industry * Final assessment | |
| *Deliverables* | * 1 e-Learning course   + Created using Articulate Rise   + Includes 1 video with permission from MetsaBoard that shows the paper making process   + Knowledge check   + Final assessment | |
| *Learning Objectives* | * Identify the papermaking process * Explain Pro-Con's role in the paper industry * Generalize the history of Pro-Con * Identify the five main operations of Pro-Con | |
| *Training Outline* | * Introduction/Learning Objectives * Paper Making Process   + Interactive image for user to click on to get information on each step in the process   + Video from Metsa on making sustainable folding boxboard (used with permission from Metsa)   + Knowledge check after the video (2 questions) * History of Pro-Con   + Vision Statement   + Company Profile     - Number of employees     - Locations     - Machines   + Timeline of company history     - Maps showing locations across US   + Knowledge check (2 questions) * Capabilities   + Rewinding description     - Explain the purpose of rewinding     - Identify machine/production capabilities     - Job opportunities   + Sheeting description     - Explain the purpose of sheeting     - Identify machine/production capabilities     - Job opportunities   + Coating description     - Explain the technology and why it is unique in the market     - Real world examples of what the coating is used on     - Environmental impact     - Job opportunities   + Paper Sales description     - Explain the paper sales division and the role it plays in the paper industry     - Provide real-world examples   + Logistics description     - Explain the roles of the logistics department     - Explain why we have our own logistics department instead of contracting it out     - Job opportunities   + All other job opportunities will be listed below the capabilities section. * Final Assessment   + 5 multiple choice questions   + 80% passing score * Congratulations | |
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| *Assessment Plan* | * 2 Knowledge checks * 1 graded final quiz   + 5 multiple choice questions   + 80% passing score   + Question types: multiple choice, select all that apply, order from start to finish | |