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Business Purpose	Due to a recent increase in staff turnover at the administrative assistant level, there is a significant need to streamline the way that time is managed at the sales team, management, and executive levels.
	The purpose of this eLearning training is to educate all administrative assistant personnel in how to efficiently manage appointments and scheduling, inclusive of reminders, at the sales team, management, and executive levels.
	This training will focus on providing administrative assistants with the knowledge of and ability to time block effectively and efficiently using Google Calendar and reminders.
Target Audience	The primary target audience for this training is all corporate administrative assistants who need to review and/or understand the importance of time management in the workplace.
Training Time	25-30 minutes
Training Recommendation	• 1 e-Learning Course • This course walks the learner through understanding the importance of time management, the purpose and use of Google Calendar, the importance of effective time blocking, and how to create and use calendar reminders when blocking time • This course provides a streamlined method for administrative assistants responsible for managing corporate calendars in the workplace • Final evaluation
Deliverables	• 1 e-Learning Course • Developed in Articulate Rise • 2 Knowledge checks • Flashcard grid • Final evaluation
Learning Objectives	• Explain the meaning of time management and how it impacts your day • Examine how to use Google Calendar • Explain the importance of effective time blocking • Identify how to create and use reminders

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Training Outline	- Introduction: the learner will be introduced to the topic, understanding the impact of successfully managing time, and why it is beneficial to take this course. - Learning objectives: the learner will be made aware of the specific learning outcomes of this course - Knowledge check - Interactive flashcards provide the learner with information about the benefits from time management - Images Carousel: the learner will see a variety of pictures that identify what Google Calendar is and how to use it - Final evaluation: 5 question quiz complete with built-in review if the learner does not score a minimum of 80%; the learner will have multiple attempts to review and retake the quiz as needed to pass - Summary - Congratulations
Assessment Plan	5 assessment questions 5 questions will be presented - Learner must score 80% to continue - Questions will be created during alpha programming