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<i>Business Purpose</i>	<p>XYZ Company has experienced a 12% employee turnover rate in the last year. After conducting one-on-one interviews with each department manager, they found that 17% felt overwhelmed by project timelines and 36% lacked proper time management skills.</p> <p>Further interviews with employees confirmed the lack of leadership and level of expectation was causing them confusion and frustration. An anonymous survey found that 21% of employees were thinking about looking for a new job.</p> <p>The purpose of this training is to decrease the turnover rate to 7%. It will also increase manager's awareness of time management, ability to implement techniques, and increase productive and satisfied employees. After completing this training, managers will be better equipped to lead their teams in an organized manner and ease the concerns of employees.</p>
<i>Target Audience</i>	Current management personnel at XYZ Company. Additionally, any new manager that joins the company.
<i>Training Time</i>	15 minutes
<i>Training Recommendation</i>	<ul style="list-style-type: none">• One eLearning Course: With 17 different management departments and 45 individual managers, eLearning is the most time and cost-effective form of training.• This course will have hands-on interactions and practice activities.• The learner will go through a scenario-based activity to access their knowledge.• Knowledge Check and Final Evaluation
<i>Deliverables</i>	<ul style="list-style-type: none">• One 15-minute eLearning course:<ul style="list-style-type: none">○ Developed in Articulate Rise○ Final Evaluation○ Includes examples of proper Time Management Techniques, and benefits of using them.○ One job aid with Time Management Techniques that managers can keep at their desk and reference when needed.

<i>Learning Objectives</i>	<p>After this course, the learner will be able to -</p> <ul style="list-style-type: none"> • Define Time Management • Identify six Time Management Techniques to increase productivity • List four team benefits of Time Management
<i>Training Outline</i>	<ul style="list-style-type: none"> • Introduction <ul style="list-style-type: none"> ○ Objectives ○ Statistics on effective and ineffective time management outcomes ○ How employees view time management in their leaders ○ Warm up activity – what do you know about time management? • What is Time Management? <ul style="list-style-type: none"> ○ Define concept for learner ○ Provide examples of positive time management and productive teams, and negative ○ Relationship between burnout and Time Management • Important Techniques to Master <ul style="list-style-type: none"> ○ Plan your work in advance (set clear goals) ○ Prioritization ○ Determine when you're the most productive ○ Maintain a routine ○ Delegation ○ Do not multitask • Team Benefits <ul style="list-style-type: none"> ○ Less stress ○ Work-life balance ○ Higher levels of productivity ○ Decrease in procrastination • Quiz <ul style="list-style-type: none"> ○ Quiz Questions ○ Course Summary ○ Completion

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<i>Assessment Plan</i>	<ul style="list-style-type: none">• There will be a total of five quiz questions at the end of the course. These will include multiple choice, select all that apply, and matching.• The learner must receive an 80% or better to pass the quiz. They are allowed one attempts to pass.• There will be XXX knowledge checks before the final quiz.• The questions will measure the learning objectives. They will test the learner's ability to define time management and identify different techniques and benefits.
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