Design Document

Training Title: Establishing Productivity in a Remote Workspace

Business Goal and Problem	Remote employees are challenged on a daily basis with focus, maintaining goals, using time management tools, and organization of workspace. The business goal is to improve remote or hybrid employees productivity by 50%, which will increase employee job performance.
Target Audience	The primary target audience are employees working in remote settings or hybrid settings.
Learning Objectives	**Terminal LOs:** ● Identify each of the R.E.M.O.T.E. goals and its relations to productivity. ● Determine time management tools. ● Choose items that work best in an organized workspace. ● Recognize workspace options for travel and home. **Enabling LOs:** ● Apply each of the R.E.M.O.T.E goals to work productivity. ● Implement time management tools to assist in work efficiency. ● Select workspace items or furniture to help with organization. ● Generate a remote workspace conducive to traveling or at home.
Training Recommendation	**Delivery Method:** eLearning, Articulate Rise 360, Job Aid **Approach:** ● Interactive content ● Knowledge Check ● Five question performance-based graded assessment
Training Time	Approximately 15 minutes eLearning course
Deliverables	● 1 Design Document ● 1 eLearning module developed in Articulate Rise ● Published zip SCORM file ● Job Aid
Training Outline	**Introduction:** ● Attention grabbing problem scenario ● Training course outline ● Learning Objectives

	Topic: R.E.M.O.T.E. goals
	    ● **Objective:** Identify each of the R.E.M.O.T.E. goals and its relations to productivity.
	    ● Topic introduction
	    ● Flash cards
	    ● Topic summary
	Topic: Time Management Tools
	    ● **Objective:** Determine time management tools.
	    ● Topic introduction
	    ● Labeled Graphic of Time Management Tools
	    ● Short Video to include additional examples of time management tools
	    ● Topic summary
	Topic: Organize Workspace
	    ● **Objective:** Choose items that work best in an organized workspace.
	    ● Topic Introduction
	    ● Home office scenario interaction
	    ● Topic summary
	Topic: Selecting a Workspace
	    ● **Objective:** Recognize workspace options for travel and home.
	    ● Topic introduction
	    ● Tab view of choosing your workspace
	        ○ Travel
	        ○ Home
	        ○ Addition options to consider
	    ● Sorting Interaction
	        ○ What things should you consider for your workspace when traveling or at home?
	    ● Topic summary
	Assessment
	Summary/Conclusion

Assessment Plan	**Level 2 Assessment:**
	    ● Knowledge Check
	        ○ Home office scenario interaction
	        ○ Selecting workspace sorting interaction
	    ● Graded Assessment:
	        ● Five graded questions
	        ● 80% correct to pass
	        ● Ability to review answers with feedback
	        ● Unlimited assessment retakes
	Level 3 Assessment: