

Subject	Topics to Include
<b><i>Business Purpose</i></b>	<p>The Schertz Cibolo Local Vendor Extravaganza coordinators are having issues with vendors not following procedures for their monthly events. Currently, an email is sent out with important information detailing the event procedures and expectations. However, vendors are not thoroughly reading through it which creates problems for the coordinators and other vendors.</p> <p>Problems include:</p> <ul style="list-style-type: none"> <li>● vendors not paying their invoice on time and getting frustrated when they lose their reserved spot</li> <li>● vendors waiting until the day of the event to ask questions</li> <li>● vendors violating unloading procedures the morning of the event</li> <li>● vendors arriving late to unload their vehicle</li> <li>● vendors packing up and leaving before the event ends</li> </ul> <p>The coordinators want training to help vendors learn and understand important event procedures that are more engaging than an email.</p> <p>By the end of this training, vendors will have a better understanding of what is expected from them to ensure a safe and positive event experience.</p>
<b><i>Target Audience</i></b>	Vendors that are new to the group
<b><i>Training Time</i></b>	10-15 minutes
<b><i>Training Recommendation</i></b>	This training will be presented as an asynchronous eLearning module that provides easy access for the coordinators to give to new vendors via a link. The module will be information-based, with the information given in an engaging and fun way.
<b><i>Deliverables</i></b>	<p>1 eLearning course developed in Articulate Rise 360</p> <ul style="list-style-type: none"> <li>● the course will be divided into 3 lessons <ul style="list-style-type: none"> <li>○ before event</li> <li>○ day of the event</li> <li>○ tips &amp; tricks for a successful event</li> </ul> </li> <li>● knowledge checks will conclude each lesson for a total of 3 knowledge checks</li> </ul>
<b><i>Learning Objectives</i></b>	<p>The learner will be able to:</p> <ul style="list-style-type: none"> <li>● explain procedures that take place before, during, and after a vendor event.</li> <li>● identify expectations for a vendor event.</li> <li>● give examples of ways to have a successful vendor event</li> </ul>

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<b><i>Training Outline</i></b>	<p>Welcome</p> <ul style="list-style-type: none"> <li>● About the Coordinators</li> <li>● Learning Objectives</li> </ul> <p>Before the Event</p> <ul style="list-style-type: none"> <li>● Invoices</li> <li>● Checking Email</li> <li>● Event Preparation</li> <li>● Knowledge Check</li> </ul> <p>Day of the Event</p> <ul style="list-style-type: none"> <li>● Morning Procedures</li> <li>● Event Expectations</li> <li>● End of Event Procedures</li> <li>● Knowledge Check</li> </ul> <p>Tips and Tricks</p> <ul style="list-style-type: none"> <li>● Suggestions for a Successful Event</li> <li>● Knowledge Check</li> </ul> <p>Module Quiz- 6 Questions</p> <p>Conclusion</p>
<b><i>Evaluation Plan</i></b>	<p>The eLearning module quiz will consist of 6 questions that assess each learning objective.</p> <p>The learner must make at least an 80% to pass the module, but the quiz may be retaken as many times as needed.</p>