

# Design Document

<i>Business Purpose</i>	Malaki's Materials prides itself on "getting the job done"! They are known for their high productivity rate and, as a result, their customer satisfaction. Recently, the CEO has noticed this productivity rate has slowly been decreasing. Over the last year, they have gone from a productivity rate of 80% to 70%. Malaki's Materials is looking to ensure this rate increases over the next 6 months by increasing the time management of their team.
<i>Target Audience</i>	Current and future employees range from ages 25 to 55. All employees have been with the company for a minimum of 3 years. The education levels of the employees range from High School graduates to Master's degrees.
<i>Training Time</i>	30 min.
<i>Training Recommendation</i>	This training should be delivered through an eLearning course using Articulate Rise 360. By using Rise 360 and having an eLearning course, the company will be able to put it on their employee website where anyone will be able to access it if they need a refresher, as well as future employees as part of their onboarding process. The training will include scaffolded interactivity with knowledge checks as well as scenarios.
<i>Deliverables</i>	<ul style="list-style-type: none"> <li>● 1 Design Doc</li> <li>● 1 eLearning course in Rise 360</li> </ul>
<i>Learning Objectives</i>	<p>By the end of the course, participants will be able to:</p> <ul style="list-style-type: none"> <li>● Identify time management strategies.</li> <li>● Apply time management strategies to the appropriate scenario.</li> <li>● Recognize the benefit of time management.</li> </ul>
<i>Training Outline</i>	<ul style="list-style-type: none"> <li>● Welcome/Introduction             <ul style="list-style-type: none"> <li>○ Overview of company and purpose of course</li> <li>○ Objectives</li> </ul> </li> <li>● Overview of Time Management             <ul style="list-style-type: none"> <li>○ Definition of time management</li> <li>○ How time management helps</li> <li>○ Knowledge Check</li> </ul> </li> <li>● Time Audit             <ul style="list-style-type: none"> <li>○ Definition</li> <li>○ Why it is important</li> <li>○ 5 steps for conducting a Time Audit</li> <li>○ Example Time Audit Sheet</li> <li>○ Eisenhower Matrix for assigning priority</li> </ul> </li> <li>● Knowledge Check             <ul style="list-style-type: none"> <li>○ Scenario</li> </ul> </li> <li>● Tips for Time Management             <ul style="list-style-type: none"> <li>○ 4 strategies for time management                 <ul style="list-style-type: none"> <li>■ Flip card description</li> </ul> </li> </ul> </li> <li>● Quiz Intro             <ul style="list-style-type: none"> <li>○ guidelines for assessment</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>○ 7 questions</li><li>○ score of 80% or higher to pass</li><li>● Assessment<ul style="list-style-type: none"><li>○ 6 questions with custom feedback for each question</li></ul></li><li>● Summary<ul style="list-style-type: none"><li>○ review of course objectives</li></ul></li></ul>
<i>Assessment Plan</i>	<ul style="list-style-type: none"><li>● 7 Questions<ul style="list-style-type: none"><li>○ matching</li><li>○ multiple answers</li><li>○ multiple choice</li></ul></li><li>● score 80% or higher to pass</li><li>● multiple attempts to pass</li></ul>