

Design Document

Training Title: Jewelry-Making Workshop

Business Goal and Problem	The jewelry-making workshops rotate out each month and instructors need to be properly trained on how to facilitate and organize the upcoming monthly workshops to increase customer satisfaction.
Target Audience	<ul style="list-style-type: none">• The Bead Shop employees (instructors)
Learning Objectives	<p>Terminal LOs:</p> <ul style="list-style-type: none">• Prepare for jewelry making workshops.• Select jewelry making tools needed to complete this workshop.• Demonstrate steps for completing the bracelet making project.• Assist customers in the creative process. <p>Enabling LOs:</p> <ul style="list-style-type: none">• Identify various art supplies and tools.
Training Recommendation	<p>Delivery Method: e-Learning through an Articulate Rise Course with an accompanying job aide.</p> <p>Approach: Mini scenario, process steps, knowledge checks, performance-based assessment.</p>
Training Time	15 minutes
Deliverables	<ul style="list-style-type: none">• e-Learning course developed in Articulate Rise<ul style="list-style-type: none">◦ Rise File◦ Zip File• Job Aide (PDF)<ul style="list-style-type: none">◦ One page resource outlining ways to assist customers in the creative process.
Training Outline	<p>Introduction to Course</p> <ul style="list-style-type: none">• Welcome• Learning Objectives <p>The Bead Shop Workspace</p> <ul style="list-style-type: none">• Surface, lighting, seating flashcard interaction

	<ul style="list-style-type: none"> • Art Tools <ul style="list-style-type: none"> ◦ Labeled graphic interaction to include jewelry-making art tools (jewelry clamps, jewelry pliers, wire cutter, scissors, cheater glasses) • Art-Making Supplies <ul style="list-style-type: none"> ◦ A tab interaction to include information about assorted beads, cord and wire use and prep, crimps and clasps, and jewelry glue. • Knowledge Check • Jewelry Example Showcase <ul style="list-style-type: none"> ◦ Image gallery, wire and elastic samples, arm stack examples, memory wire examples. <p>Creating a Bracelet</p> <ul style="list-style-type: none"> • Bracelet-Making Steps • Knowledge Check <p>Customer Creative Process</p> <ul style="list-style-type: none"> • Studio Environment (tab interaction) • Inspiring Ideas (accordion interaction) • Build Confidence and Celebrate Achievements • Mini Knowledge Check • Continuous Learning & Practice <p>Quiz</p> <p>Summary</p>
<p>Assessment Plan</p>	<p>Level 2 Assessment:</p> <ul style="list-style-type: none"> • Three ungraded knowledge checks and one final graded quiz at the end of the module. <p>Level 3 Assessment:</p> <ul style="list-style-type: none"> • Observations in three and six months to assess instructors' use of the knowledge in this module and their positive relationships built with customers.