Design Document

Training Title: Effective Collaboration

Business Goal and Problem	Restructure collaboration protocols between cross-functional teams to address the root causes of isolation and misalignment, aiming to reduce product launch cycles by 30% over the next year. Investigate why teams aren't collaborating effectively, focusing on communication barriers, unclear roles, and lack of shared goals. Implement solutions like regular cross-functional meetings, shared project management tools, and clear communication channels to foster alignment and accelerate progress.
Target Audience	The target audience are members of department teams. These members are a mix of females and males aged between 30 and 50. They have been working at the company for up to 10 years and understand the importance of cross-functional collaboration but do not implement the current policy because the teams are working in isolation and do not feel the need to collaborate.
Learning Objectives	**Terminal LOs:** 1. Establish norms for cross-functional communication to foster a culture of effective communication. 2. Map current workflow pain points across groups to enhance overall efficiency, collaboration, and productivity. 3. Implement team building activities to enhance communication and collaboration. **Enabling LOs:** n/a
Training Recommendation	**Delivery Method:** ● eLearning built in Articulate StoryLine **Approach:** Continuous scenario-based
Training Time	Estimated seat time is 15 minutes.
Deliverables	● Storyline source file ● Published zip file ● Storyboard with script
Training Outline	1. Welcome 2. Navigation 3. Learning Objectives 4. Establish Norms during cross-functional team meetings.

	a. Involve employees from all teams and identify common goals
	b. Brainstorm and prioritize norms
	c. Seek consensus and buy-in
	5. Knowledge Check
	6. Identify workflow pain points across core teams.
	a. Map Workflow
	b. Identify Pain Points
	c. Pain Points and Root Causes
	d. Develop Solutions
	e. Implement and Monitor
	7. Build relationships and trust through team building.
	a. Scenario-based section centered around low morale and engagement.
	8. Summary
	9. Assessment
	10. Conclusion
Assessment Plan	**Level 2 Assessment:** There will be a scenario-based quiz at the end with 5 questions. The passing score is 80%. There is also 1 knowledge check after the first learning objective. **Level 3 Assessment:** In 3 months after the training, there will be an observation during cross-functional team meetings.