

Design Document

Training Title: Finding Your Zen: A Meditation Guide

Business Goal and Problem	<p>Business Goal: In six months, there will be a 10% improvement in sick days and 20% improvement work-place morale according to a survey conducted at that time. Employees have a choice to take this eLearning course or participate in staff development regarding stress management.</p> <p>Problem: In the last calendar year, sick days have increased among staff at CalmCore Technology. According to an end of year survey performed each of the past three years, workplace morale has decreased. Employees cite stress levels that impact their time, energy, attitude, or productivity at work. This course was designed as an option for learning a healthy stress management tool for employees of Company ABC. Effective stress management produces higher morale, fewer sick days, less employee turnover, and a positive climate in the workplace.</p>
Target Audience	Employees at CalmCore Technology who choose eLearning in lieu of the stress management professional development seminar
Learning Objectives	<p>Terminal LOs:</p> <ol style="list-style-type: none">1. . Name three benefits of meditation2. Execute a meditation practice and enjoy benefits <p>Enabling LOs:</p> <ol style="list-style-type: none">1. Identify differences between various meditation techniques
Training Recommendation	<p>Delivery Method: This course will be an eLearning module. Employees have a choice to take this eLearning course or participate in staff development regarding stress management.</p> <p>Approach: This is the best format because it allows learners to gain an understanding regarding why meditation is a stress management tool. It also allows them choice and privacy to learn about components of creating a meditation practice that works for them. An eLearning module allows learners to go at their own pace and revisit information that is important for them.</p>
Training Time	20 minutes
Deliverables	<ul style="list-style-type: none">• Published SCORM file• Working .storyl file with audio voiceover

	<ul style="list-style-type: none"> • Storyboard with script
Training Outline	<p>Introduction</p> <ul style="list-style-type: none"> • Welcome • Stress Level interactive activity • Learning objectives • Main Menu <p>Scene 1: Stress Facts</p> <ul style="list-style-type: none"> • Welcome • What is stress? • Where is stress in an office? • Knowledge check • Return to main menu <p>Scene 2: Meditation Basics</p> <ul style="list-style-type: none"> • Welcome • What is meditation? • Benefits of meditation • Knowledge check • Return to main menu <p>Scene 3: Meditation Specifics</p> <ul style="list-style-type: none"> • Welcome • Times of day for meditation • Positions for meditation • Meditation techniques • Return to main menu <p>Scene 4: Build a Practice</p> <ul style="list-style-type: none"> • Pick a time • Pick a position • Pick a technique • Completed practice • More resources • Thank you
Assessment Plan	<p>Level 2 Assessment:</p> <ul style="list-style-type: none"> • Two ungraded knowledge checks will be used as learners move through the course. <p>Level 3 Assessment:</p>

Targeted employees will have a month to complete the training. Six months after all employees are done, the following will occur:

- Evaluation will be conducted to determine if there has been a decrease in employee sick leave
- Surveys will be collected to monitor employee morale