Design Document

Business Purpose	Meetings can be an effective way to communicate information to staff, promote positive interpersonal relationships, and promote productivity. However, far too often meetings are held too frequently and are not run effectively when they occur. This training will help train staff in leadership positions to distinguish when a meeting is necessary and when it may not be, as well as train them to run meetings in an effective and efficient manner to maximize time and productivity.
Target Audience *Training Time*	● Employees in leadership positions that are responsible for scheduling and carrying out meetings. 15-20 minutes
Training Recommendation	● e-learning course due to the varied locations of employees within the organization, utilizing scenario-based learning.
Deliverables	● 1 storyboard (including script) outlining the Effective Meetings Module. ● 1 e-learning course, developed in Storyline with voiceover narration.
Learning Objectives	By the end of the training the learner will be able to: ● Distinguish between necessary and unnecessary meetings. ● Recognize time management techniques to use when conducting a meeting. ● Identify techniques to promote attendee engagement during meetings.
Training Outline	**Introduction:** ● Welcome ● Introduction ● Navigation ● Objectives **Topic: Getting Started** ● Benefits of Effective Meetings ● Is a Meeting Necessary? **Topic: Components of Effective Meetings** ● Time Management ● Engagement ● Effective Endings **Topic: Scenario Practice** ● 4 Scenarios ● Scenario Wrap-Up

	Assessment
Assessment Plan	80% passing on e-Learning module assessment via 5 question quiz. Questions will include a varied format including multiple choice and multiple answers.