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<i>Business Purpose</i>	• The employees at Faithful Finance are given tight deadlines to meet the needs of their employers and customers. After a recent staff survey, 80% of the company's employees mentioned high levels of stress and a decline in their overall well-being. Faithful Finance is requesting training to help its employees develop strategies for beginning a mindful life. The course focuses on developing mindfulness skills and techniques by improving self-awareness and body awareness. It includes a variety of practices and activities to encourage emotional regulation, mental clarity, and relaxation. The overall outcome of this course is for employees at Faithful Finance to feel less stress throughout their workdays. Also, the employer would like to see 25% improvement among employees' productivity and efficiency in all aspects of their work.
<i>Target Audience</i>	All employees at Faithful Finance. New employees will receive this training during their onboarding week.
<i>Training Time</i>	20 minutes
<i>Training Recommendation</i>	• An e-Learning course is recommended because employees at Faithful Finance work across the country. With that said, it would be challenging to schedule an in-person training with all employees being in different time zones. • An e-Learning course is also recommended because it is a cost-effective way for new employees to take this training during their onboarding.
<i>Deliverables</i>	• 1 e-Learning course: ○ Interactive Rise 360 course ○ Final Evaluation
<i>Learning Objectives</i>	After this course, participants will be able to: • Define four characteristics that can lead to a mindful life. • Recognize the benefits that mindfulness has on mental health and overall well-being. • Identify mindful practices to improve your everyday life. • List different times of the day to practice these techniques.
<i>Training Outline</i>	• Introduction ○ Welcome ○ Learning Objectives • What is mindfulness? ○ Definition of mindfulness ○ Explains the four characteristics that can lead a mindful life with corresponding pictures ○ Knowledge Check ■ regarding LO 1 • Benefits to a mindful life

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	○ Interaction about which items are a mental or physical health benefit ○ Short summary to reinforce key points ● Mindful Practices ○ Tips for everyday life ■ Yoga picture with markers to click on each mindful practice ● Knowledge Check ○ regarding LO 2 ● Time of Day ○ When should I do this? ■ Image of a clock with markers to list different times one can practice mindfulness ● Summary ● Congratulations!
<i>Assessment Plan</i>	● 2 knowledge checks throughout course ● Overall graded quiz has 5 questions ○ Must earn 80% (4 out of 5) to pass ○ Unlimited attempts ○ 1st question-LO 1 ○ 2nd question-LO 2 ○ 3rd question-LO 2 ○ 4th question-LO 3 ○ 5th question-LO 4