To Meet or Not to Meet

Design Document

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Design Document

Business Purpose	Alkator's employees have complained about being called to attend too many meetings, some not being pertinent to their responsibilities, reducing their productivity and affecting their deadlines. When called to meetings related to projects they work on, they feel they are just talked at, leaving with the feeling of being unheard or not part of the company when, although having recommendations to offer, they are not asked to participate or are not taken seriously. This has negative impact in several areas: - Lack of engagement, - Decrease in creativity, - Lower productivity, - Delaying deliverables, - Increasing number of our best talents' departure. Alkator's HR team is charged to address this problem and design a course that will help employees decide on the best approach to discuss a particular topic, whether a meeting or other tools and activities to ensure efficiency. The aims are two-fold: - Reduce the number of meetings by 30% in the next 6 months in exchange of increasing productive and positive interactions and working sessions. - Reduce the number of hours people spend in meetings each day.
Target Audience	This training is for all Alkator's executives, managers, as well as employees who lead projects or teams.
Training Time	Seating time is approximately 15-20, delivered in one session.

Training Recommendation	This is an asynchronous online training. Asynchronous eLearning is recommended for the following reasons: - Managers and employees (the audience) taking the course are geographically dispersed in the USA, and it would be difficult and expensive to gather them for a short course - The audience will do this training one time when the course is ready and will have permanent access to the training - An eLearning standardizes training throughout the company and eliminates the need for instructor led trainings

Deliverables	- One eLearning course including:
	  ○ This design document
	  ○ Articulate Rise 360 course
	- Additional resource materials:
	  ○ One Job aid for quick reminder

Learning Objectives	Learners will be able to: 1. Differentiate between situations that require a meeting and situations that do not. 2. List the different methods of collaboration.

Training Outline	**Welcome page**
	• short intro sentences to the course
	
	Introduction
	• Short background about the training
	• Audience
	• Learning objectives
	
	Lesson 1 – We Need to Meet!
	• What's a meeting?
	• Reasons to hold a meeting
	  ○ Emotionally Charged News
	  ○ Make Key Decisions - Organizational Changes
	  ○ Brainstorm Ideas - Create a Plan
	  ○ Project Status
	  ○ Praise/Celebrate
	  ○ Offer Support

- Don't over meet
- 1 Knowledge check

Lesson 2 – This calls for a Working Session!
- Isn't a working session same as a meeting?
- When to hold a working session
  - Accomplish a specific task
  - Train team on specific skills
  - Re-engage the remote team
- 1 Knowledge check

Lesson 3 – This just takes a minute…but is important!
- Circumstances/reasons when an impromptu connection is sufficient
  - Phone or Video call
  - Text Message, Instant Messaging or Chat
  - Stop-by the office

Lesson 4 – An email will do!
- Circumstances/reasons when an email is sufficient
  - No agenda? ... No Purpose!
  - Information needs to be share to a large group.
  - Issue is simple
  - Need information from a different department?

Final Assessment
- Introduction slide
- 5 graded questions

Conclusion
- Congratulate learner for completing the module

Assessment Plan	- 2 KC (after Lesson 1 and 2)
	- 1 final assessment with 5 questions, mixed type
	    ○ Need 80% to pass
	    ○ Unlimited attempts