

ADPC New Hire Onboarding - Design Document

<i>Business Purpose</i>	<p>As ADPC grows, it becomes necessary to streamline and automate onboarding processes in order to reduce the amount of time and reduce the cost of onboarding new staff in person.</p> <p>Having an online onboarding module makes the company look more professional and provides a consistent onboarding experience for the staff.</p> <p>The course will serve the new staff as a resource to refer back to as needed.</p>
<i>Target Audience</i>	Newly hired employees
<i>Training Time</i>	20 minutes
<i>Training Recommendation</i>	<p>We are choosing an eLearning module in Rise because we need to streamline and automate some of the onboarding process. This module will be used as one part of the onboarding process and is meant to complement in person onboarding meetings.</p> <p>Additionally, our staff works remotely and needs the flexibility to complete some of the onboarding on their own schedule. They will have access to this training to refer back to as needed.</p> <p>We are developing in Rise in order to keep cost low but may decide later to build a more robust onboarding module in Storyline as the company grows.</p>
<i>Deliverables</i>	<ul style="list-style-type: none"> ● eLearning course built in Rise that includes 9 lessons <ul style="list-style-type: none"> ○ (8 content lessons and 1 final quiz) ● audio narration
<i>Learning Objectives</i>	<ul style="list-style-type: none"> ● Explain the mission statement of ADPC ● List the values of the company ● Describe key benefits we provide employees
<i>Training Outline</i>	<ul style="list-style-type: none"> ● Lesson 1: Welcome and Overview <ul style="list-style-type: none"> ○ Welcome letter from the founder with audio ○ Learning Objectives ● Our company <ul style="list-style-type: none"> ○ Lesson 2: History timeline ○ Lesson 3: Get to know the founders background ● Lesson 4: Knowledge Check ● What we Provide <ul style="list-style-type: none"> ○ Lesson 5: Health Benefits ○ Lesson 6: Business Travel Expenses ● Expectations and Agreements <ul style="list-style-type: none"> ○ Lesson 7: Required Documents and Additional Training <ul style="list-style-type: none"> ■ Links to important documents and Link to other required training

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	<ul style="list-style-type: none">• Lesson 8: Graded Quiz• Summary<ul style="list-style-type: none">○ Lesson 9: Congratulations
<i>Assessment Plan</i>	Graded Quiz consisting of 4 questions and requiring a 75 % passing rate with 2 attempts