

# Meditation for Beginners Design Document

<b>Subject</b>	<b>Topics to Include</b>
<i>Business Purpose</i>	<p>In the last calendar year, sick days have increased among staff at Company ABC. According to a year end survey performed each of the past three years, workplace moral has decreased each year citing stress levels that impact their time energy, attitude, or productivity at work.</p> <p>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> <p>In six months, there will be a 10% improvement in sick days and 20% improvement work-place moral according to a survey conducted at that time.</p> <p>Employees have a choice to take this eLearning course or participate in staff development regarding stress management.</p>
<i>Target Audience</i>	Employees who that choose the eLearning in lieu of the stress management professional development seminar
<i>Training Time</i>	25 minutes
<i>Training Recommendation</i>	This course will be an eLearning module. 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.
<i>Deliverables</i>	<p>1 eLearning course:</p> <ul style="list-style-type: none"> <li>• developed in Articulate Storyline</li> <li>• voiceover narration</li> <li>• Assessment with 80% correct required to pass</li> <li>• Learnings get two attempts at the quiz</li> <li>• Storyboard</li> </ul>
<i>Learning Objectives</i>	<p>After this course, learners will be able to:</p> <ul style="list-style-type: none"> <li>• Name 3 benefits of meditation</li> <li>• Access free and subscription meditation sites</li> <li>• Execute a meditation practice and enjoy benefits</li> </ul>
<i>Training Outline</i>	<p><b>Course Outline:</b></p> <ol style="list-style-type: none"> <li>1) Cover Slide</li> <li>2) Navigation</li> <li>3) Introduction</li> </ol>

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	<p>4) Objectives</p> <ul style="list-style-type: none"><li>• Name 3 benefits of meditation</li><li>• Access free and subscription meditation sites</li><li>• Execute a meditation practice</li></ul> <p>4) Health Benefits of Meditation</p> <ul style="list-style-type: none"><li>• Knowledge check</li></ul> <p>5) Common Roadblocks</p> <p>6) Create a Learning Path</p> <ul style="list-style-type: none"><li>• Time of Day</li><li>• Types of Meditation</li><li>• Find a Meditation</li><li>• Positional Choices</li></ul> <p>7) Summary</p> <p>8) Assessment-80% score required, or learner is required to retake the quiz.</p> <ul style="list-style-type: none"><li>• Introduction</li><li>• 5 Quiz Questions on individual slides</li><li>• Results slide</li></ul> <p>9) Completion</p>
<i>Assessment Plan</i>	<p>Quiz with 5 questions. 80% score required for passing. Learner required to retake the quiz if score is less than 80%. Learner will get two attempts at the quiz before being prompted to rewatch the course.</p> <p>Questions require an understanding of types of meditation, different ways it can look, as well as how to find meditations to use.</p>