

Meditation for Beginners Design Document

Subject	Topics to Include
<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>	20 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>	1 eLearning course: <ul style="list-style-type: none">• developed in Articulate Storyline• voiceover narration• approximately 10-15 slides of content per module• Assessment with 80% correct required to pass• Learnings get two attempts at the quiz• Storyboard
<i>Learning Objectives</i>	After this course, learners will be able to: <ul style="list-style-type: none">• Name 3 benefits of meditation• Access free and subscription meditation sites• Execute a meditation practice and enjoy benefits

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<i>Training Outline</i>	<ol style="list-style-type: none">1) Cover Slide2) Navigation3) Introduction/Hook4) Objectives<ul style="list-style-type: none">• Name 3 benefits of meditation• Access free and subscription meditation sites• Execute a meditation practice and enjoy benefits4) Health Benefits of Meditation<ul style="list-style-type: none">• Knowledge check5) Creating a Meditation Practice<ul style="list-style-type: none">• Impact of Stress on Brain• Choose Your Learning Path• Benefits of Meditation• Knowledge Check• Ways to Meditate• Times of the Day• Types of Meditation• Finding Meditations6) Assessment-80% score required, or learner is required to retake the quiz.<ul style="list-style-type: none">• Introduction• 5 Quiz Questions on individual slides• Results slide7) Completion
<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. Questions require an understanding of types of meditation, different ways it can look, as well as how to find meditations to use.</p>