

eLearning Course/Project Proposal

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LSTE 7330 Fall 2014

## **eLearning Course/Project Proposal**

### **Introduction:**

This e-learning project assumes that a company uses Microsoft Outlook for their emailing and scheduling needs. In this training module participants will learn how to properly schedule a meeting using Outlook, which will include using the scheduling assistant, creating an agenda, setting a meeting location, scheduling the proper amount of time, and editing existing meeting requests.

During a recent survey it was found that the majority of entry-level employees do not know how to properly use Outlook to schedule meetings, resulting in continual scheduling conflicts and frustrations within companies. Training new hires on how to properly set up a meeting should reduce internal frustrations and guarantee that meetings are successful. The training will be available for all employees as a quick reference but will become a required training module as part of the mandatory new hire training.

This training will serve as an essential resource for current and future employees as it will help to eliminate unnecessary confusion and stress. Meetings can quickly take-over an employee's day, especially if they are not properly scheduled or planned. The training will serve as not only a step-by-step guide to how to use Outlook to schedule a meeting, but it will also cover proper meeting etiquette.

### **Instructional Goal and Objective:**

#### **Instructional Goal:**

An employee successfully completing this training module will learn how to properly schedule a meeting using Microsoft Outlook using the scheduling assistant, meeting location, setting proper meeting times, editing an existing meeting, and creating an agenda.

**Sub Goal 1:** Employees will create a meeting request using both methods offered in Outlook.

Objective 1.1: Employees will learn how to navigate Microsoft Outlook and create a new meeting request using the calendar and using the new meeting request option.

Objective 1.2: Employees will add relevant meeting information to the meeting request (e.g. subject, meeting date, meeting time, meeting length, meeting location, requested meeting participants)

**Sub Goal 2:** Employees will learn how to create an effective agenda for their meeting.

Objective 2.1: Employees will state the overall goal for the meeting.

Objective 2.2: Employees will communicate the important information in an outline form in the meeting request (e.g. topics for discussion, who is presenting each topic (if applicable), time allotted for each topic).

**Intended Audience:**

The intended audiences for this eLearning module are new hire employees and existing employees at CAE USA, both contract and full time, who need the training to create, manage, and update their meeting requests for improved collaboration and communication purposes.

Learning how to create and hold more effective meetings will help to cut down on meeting overlaps, meetings running too long, and any frustrations felt by employees when meetings are ineffective or inappropriately scheduled. CAE employees all have different technology and software backgrounds and experiences and they are not all familiar with Microsoft Outlook or how to use it effectively. Because of the rapid changes in software most employees prefer to figure things out on their own, this training module is meant to guide them so they don't have to figure it out on their own. By training all CAE employees the intent is to set a standard for how meetings should be requested company wide.

**Learning Environment and Context:**

The multimedia team in conjunction with the ISD department developed an online learning module that employees can take at their own computers via the company's LMS. The initial offering of the module will be mandatory and will only be required at the initial offering (unless further analysis determines that the module should be taken yearly), but will remain available to the employees at all times for their reference. Each employee's computer has access to the internet which is required to access the learning module on the company's web-based LMS. Internet access, Internet Explorer 8.0, and Microsoft Outlook are the only requirements needed to train the employees on how to create proper meeting requests using Microsoft Outlook. Because this training module is web-based employees will be able to access the training module anywhere there is an Internet connection and while using a computer (currently the training is not accessible via mobile or tablet devices due to the use of Adobe Flash).

**Summary:**

This eLearning training module mainly focuses on training new hire employees at CAE USA but will also be made available to all employees of the company and will teach employees how to properly set-up a meeting request using Microsoft Outlook. Through the training the employees will learn how to set up a meeting, edit an existing meeting, properly schedule a meeting via scheduling assistant, and how to write an effective agenda in order to keep meetings on task and on time. Microsoft Outlook is very user friendly so employees should not struggle with how to perform the technical side of the training. This training will set the standard for how all meeting requests should be sent through the company which will help reduce confusion, frustration, and meeting overlaps helping CAE to become more efficient in their day to day functions.