

eLearning Course Outline/Syllabus

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Course Description:

In this course employees will learn how to properly schedule a meeting using Microsoft 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. This training module will be structured into 2 lessons, the first lesson covering topics about Outlook and the second focusing on agendas.

After completion of this training module, employees will be able to properly schedule and host a professional meeting.

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.

Course Objectives:

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

After completing this module, the employee will...

- Learn how to navigate Microsoft Outlook
- Create a new meeting request using all options available
- Add relevant meeting information to meeting requests (subject, meeting date, time, length, location, and requested participants)

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

After completing this module, the employee will be able to...

- State clear goals for meetings
- Communicate applicable information in an outline form
- Format a meeting agenda

Required Text(s):

All required materials will be provided in this E-Learning training course.

Assignments and Grading:

Task work for this training module includes: 2 self-assessments, practice exercises, and a final exercise demonstrating you comprehend the training materials. The practice exercises are not mandatory but are highly recommended, as they will prepare you for the final exercise. In order to successfully complete this training module you must successfully complete the final exercise

and achieve a score of 80% or better on the self-assessments. This training module is a part of you employee training, therefore points are not awarded to the employee, the training is either pass or fail.

Topical Outline:

Lesson	Topic	Contents
Lesson 1:	Outlook Familiarization	<ol style="list-style-type: none">1. Overview of Outlook2. Requesting a meeting3. Inviting participants4. Scheduling Assistant5. Accepting meetings6. Adjusting a meeting7. Deleting a meeting
Lesson 2:	Agendas	<ol style="list-style-type: none">1. Importance of an agenda2. Parts of an agenda3. How to create an agenda4. Creating an agenda