

Company Dress Code- Design Document

Subject-	Topics to Include
<i>Business Purpose</i>	<ul style="list-style-type: none"> • Onboarding for new staff members on proper dress for their role within the company.
<i>Target Audience</i>	<ul style="list-style-type: none"> • Staff members new to the company who are either issued company uniform shirts or who must provide attire themselves.
<i>Training Time</i>	20 minutes
<i>Training Recommendation</i>	<ul style="list-style-type: none"> • 1 e-learning course with position specific information. • Initial prior understanding assessment. • Course will branch by role to provide targeted training to the individual. • Completion certificate
<i>Deliverables</i>	<ul style="list-style-type: none"> • 1 e-Learning course • Developed in Articulate Storyline • Includes role specific information • Includes self-correcting assessments • Completion certificate
<i>Learning Objectives</i>	<p>At the end of the training, learners will know</p> <ul style="list-style-type: none"> • Company acceptable attire for customer facing, on-site office, and remote office staff. • Appropriate wear of company issued attire

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<p><i>Training Outline</i></p>	<ul style="list-style-type: none">• Introduction• Prior knowledge sorting activity• Purpose of training statement• Company role branch slide <p>Customer Facing</p> <ul style="list-style-type: none">• What is customer facing?• Uniform shirt diagram• Uniform bottoms- hover for descriptions• Appropriate footwear- description and select many self correcting activity <p>On-site office staff</p> <ul style="list-style-type: none">• What is onsite office staff?• Hover descriptions of appropriate attire with inclusive avatars <p>Remote office staff</p> <ul style="list-style-type: none">• What is remote office staff?• Meeting types- video or non video• Video meetings routes to onsite office staff module <p>Completion certificate</p> <ul style="list-style-type: none">• Fillable with name
<p><i>Evaluation Plan</i></p>	<ul style="list-style-type: none">• One self correcting matching• One self correcting pick many