

## Design Document: Creating a Positive Remote Working Environment

Course: Creating a Positive Remote Working Environment	Target audience: Remote of hybrid office workers	Goal: Address common issues the remote worker faces and offer practical solutions to the issues.
Objective 1: Improve communication and collaboration	Objective 2: Manage Distractions	Objective 3: Create work-life balance

### Course Outline

Module 1: Common Issues Remote Workers Face	Module 2: Improving Collaboration and Communication	Module 3: Managing Distractions	Module 4: Creating Work-Life Balance	Module 5: A Positive Remote Working Environment is Possible
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#### Module 1: Common Issues Remote Workers Face

Objective: Users will be able to identify the three biggest problems remote workers face.	Interaction: Continue button	Bloom's application: Remember	Objects: Remote working image, quote from Richard Branson
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#### Module 2: Improving Communication and Collaboration

<p>Objective:</p> <ul style="list-style-type: none"> <li>• Users will gather ideas for improving communication and collaboration in remote environments.</li> <li>• Users will analyze situations to determine if the communication in them is negative or positive.</li> </ul>	Interaction: Information presented in timeline form, card sorting activity, continue button	Bloom's application: Understand, analyze	Objects: Quote with image, timeline with images, card sorting activity with two sorting piles (Positive Communication and Collaboration vs. Negative Communication and Collaboration)
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### Module 3: Managing Distractions

<p>Objective:</p> <ul style="list-style-type: none"><li>• Users will understand practical ways to reduce distractions in a remote working environment.</li><li>• Users will apply knowledge of ways to reduce distractions in a remote working space to solve common workplace distraction problems</li></ul>	<p>Interaction: Click through text, quiz, matching drag and drop, continue button</p>	<p>Bloom's application: Understand, apply</p>	<p>Objects: Images for each click through text, multiple choice question, matching drag and drop</p>
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### Module 4: Creating Work-Life Balance

<p>Objective:</p> <ul style="list-style-type: none"><li>• Users will evaluate ways in which they have achieved work-life balance and ways in which they have not.</li><li>• Users will understand ways in which they can achieve better work-life balance.</li></ul>	<p>Interaction: Checklist of work-life balance objectives, flip cards, knowledge check (multiple choice), continue button</p>	<p>Bloom's application: understand, evaluate</p>	<p>Objects: Image of person achieving work-life balance, checklist, quote from Gonçalo Silva, flip cards, knowledge check</p>
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### Module 5: A Positive Remote Working Environment is Possible

<p>Objective:</p> <ul style="list-style-type: none"><li>• Users will reflect on what they have learned.</li></ul>	<p>Interaction: Timeline review with images</p>	<p>Bloom's application: remember, understand</p>	<p>Objects: Remote working image with quote from Peter Yobo, timeline with images, course completion message</p>
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