

Project Information

Project Title	Brewing Intuition Employee Training
Project Purpose	Onboard and retrain shop employees to independently carry out daily tasks with consistency between shifts.

Roles & Responsibilities

Stakeholder	Shop Owner
Subject Matter Expert	Shop Owner
Project Owner	Caitlin Bartholic - Instructional Designer, Consultant, Video Filming & Editing, Photographer

Audience, Goals & Objectives

Target Audience	Current and future shop employees
Project Goal	Employees will be able to carry out daily job tasks confidently and efficiently, giving the owner 50% more time for managerial and creative tasks.
Learning Objectives	After completing this training, employees will be able to... <ul style="list-style-type: none">• Independently open & close the shop• Update and maintain all shop inventory• Package and ship online orders• Carry out daily tasks without contacting the owner

Project Deliverables

Deliverable	Employee Training Video – under one hour total
Deliverable	Employee Binder Including <ul style="list-style-type: none">• Tea recipes & instructions• Daily and weekly task sheets• Employee/owner communication forms• Herb Inventory Flow Chart & Guide• Packing and Shipping Guide

Project Milestones	
June 13	Initial meeting with SME
June 22	Needs Analysis & Objectives
June 30	Video Outline with activity summaries
July 7	Slide Design & Branding Approval
July 16	Video format and slide activity approval
July 24	Video Training Completion for Employer Run-Through
July 28	Video Training Complete
August 1	Employee Resource Binder

Implementation & Measurement	
Implementation Plan	Employees will watch one hour employee training video (paid) on own time by August 14 th . Binder is available at the register for each shift.
Evaluation Plan	<ul style="list-style-type: none">- Learners feel more confident and less confusion- Learners know how to complete all necessary tasks- Learners consistently complete tasks independently- Owner has more time for managerial and creative endeavors
Constraints & Risks	Employer thinking of new tasks during the process or adjusting steps as they are experienced during shifts. Training needs to be completed ASAP as in the meantime shop disorganization increases.