

Onboarding eLearning Course Storyboard

Internal Team:	Role:	Audience:	Time:
Training and Development	Content Designer	New and internal hires	<ul style="list-style-type: none"> • 3 days for new hires • 2 days for internal moves and/or promotions

Purpose/Intention:
<ul style="list-style-type: none"> • Provide employees with the essential information needed to successfully meet expectations for their role and team • Ensure employee understands responsibilities and how to contribute effectively to their team's objectives

Learning Objectives:	Means for Assessment:
<p>For all new hires:</p> <ul style="list-style-type: none"> • Describe company's mission and values • Recognize company's organizational structure and key departments • Summarize important company policies and procedures 	<p>By team/role:</p> <ul style="list-style-type: none"> • Define specific responsibilities and expectations for role • Operate essential tools and software required for their role • Set individual professional goals that align with team and organizational goals
	<ul style="list-style-type: none"> • In course assessment: Company Mission and Values • In course assessment: Company Structure and Roles • HR assessment: Company Policies and Procedures • Software assessments, as needed • 30-60-90 Day Plan reflecting goals based on role responsibilities and team/org expectations <ul style="list-style-type: none"> ○ Completed with manager at the end of training using rubric

Module: Welcome!		
Timing:	Audience:	Text or Script:
Day One for new hires	<ul style="list-style-type: none"> • All new employees • Optional for internal transfers/ promotions 	<p>Welcome to Wrixate Technologies! We're excited to have you joining our team of creative, innovate professionals. Together, we are creating a better world.</p> <p>HR welcome video</p>
<p>Graphics/Images:</p> <p>Company Logo</p>	<p>Additional Elements:</p> <p>HR welcome video</p>	
External Links:	Assessment:	Branching:
n/a	n/a	Next for all: Getting Started: Your Support Team

Module: Your Support Team		
Timing:	Audience:	Text or Script:
Day One for all	<ul style="list-style-type: none"> All new employees Optional for internal transfers/ promotions 	As you get started at Wrixate Technologies, we want you to feel supported every step of the way.
Graphics/Images:	Additional Elements:	
Headshots of involved staff	n/a	<p>During these first days and weeks, these people will be available to you to answer your questions, to introduce you to others, and to make sure you have the information that you need to get off to a good start in your new role.</p> <p>You will have 1:1 meetings with each of these people during this first week to facilitate addressing questions and providing timely information.</p> <p>Ashley Baskin – HR Specialist Ashley will be your point-of-contact for all questions specific to employment and company policies. Email, Teams Chat, Phone: 206-555-1234</p> <p>Marcus Anderson – Project Manager Marcus is an expert on the projects you’ll be a part of and on the processes used by your team. He will be an excellent resource throughout your first months in your new role, as you will continue to meet together regularly regarding on your projects. Email, Teams Chat, Phone: 206-555-2345</p> <p>Sarah Gregory – Team Manager Sarah will your direct manager. She can provide information about job expectations, about the team, and about the company. She will be introducing you to the rest of the team. Reach out to Sarah if you have a question you are not sure who to ask; she can direct you to the best person to respond if she does not know the answer. Email, Teams Chat, Phone: 206-555-3456</p>
External Links:	Assessment:	Branching:
n/a	n/a	Next for all: Accessing Needed Software

Module: Accessing Needed Software		
Timing:	Audience:	Text or Script:
Day One for all	<ul style="list-style-type: none"> All new employees Optional for internal transfers/ promotions 	<p>Effective communication is vital for our company's success, and using the designated software ensures that everyone stays connected and informed. By consistently utilizing our selected communication tools, we streamline our workflows, reduce misunderstandings, and keep everyone on the same page. The software we use has been specifically chosen to enhance collaboration, allowing us to share updates, provide feedback, and coordinate efforts efficiently. Adhering to this system not only helps maintain clarity and transparency but also fosters a cohesive work environment where information flows seamlessly and records are kept available for all who need them.</p> <p>Security Following security protocols when using work-related technology and tools is essential to protect sensitive company information and maintain the integrity of our systems. Adhering to these protocols helps prevent unauthorized access, data breaches, and cyber threats that could compromise our operations and reputation. By consistently implementing security measures, such as using strong passwords, enabling two-factor authentication, and following data encryption practices, we safeguard our intellectual property and client data. This vigilance not only ensures compliance with legal and regulatory requirements but also fosters a culture of trust and responsibility within the organization. Every employee's commitment to security protocols is vital in defending our digital infrastructure and upholding the company's commitment to privacy and security.</p> <p>Communication Channels Our organization uses Microsoft Outlook and Teams as our primary communication software. Outlook and Teams, along with Microsoft Word, Excel, and PowerPoint, will be installed on the laptop provided to you by our IT department. You will be expected to use these tools during</p>
Graphics/Images:	Additional Elements:	
	<p>HR video: Managing Outlook Calendars and Email</p> <p>HR video: Using Microsoft Teams</p>	

		<p>each work day to stay in communication with your colleagues.</p> <p>Outlook: Outlook will be used for managing email and calendars. Communication in Outlook will be used for large group information sharing as well as for communication with external partners and vendors.</p> <p>Tasks: 1. Access Outlook on your laptop 2. Watch this video from HR about best practices and recommendations for using Outlook for work 3. Follow the directions in the video to open the shared Calendars for your team and for the company. 4. Send an email to your direct manager information her that you have completed these steps.</p> <p>Note: As mentioned in the video, your work email address and the provided software are intended for professional work for Wrixate Technologies only. Please do not use your work email for personal purposes.</p> <p>Teams: We also use Microsoft Teams for internal communication and for virtual meetings. The chat in Teams is an effective way to provide quick communication between employees or within a small group of employees when there is a question and for internal teams to keep records of meeting notes and follow-up conversations.</p> <p>Tasks: 1. Access Teams on your laptop 2. Watch this video from HR about best practices and recommendations for using Teams for work 3. Follow the directions in the video to access the team chats for your team</p>
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External Links:	Assessment:	Branching:
<p>Microsoft Outlook training Microsoft Teams training</p>	<ul style="list-style-type: none"> • Manager will confirm employee has accessed necessary software 	<p>Next for new employees: Employee Logistics Next for internal transfers/promotions: About Your Team</p>

Module: Employee Logistics		
Timing:	Audience:	Text or Script:
Day Two for all	<ul style="list-style-type: none"> All new employees Optional for internal transfers/ promotions 	<p>As part of your onboarding process, it's essential to complete all required HR forms promptly. These forms are crucial for ensuring that we have your correct information on file, enabling us to manage payroll, benefits, and other important aspects of your employment effectively. Completing these documents accurately and on time helps us provide you with the best possible support and ensures compliance with legal and regulatory requirements.</p> <p>If you have any questions or need assistance, reach out to your HR Specialist.</p> <p>Complete the following forms:</p> <ul style="list-style-type: none"> Tax forms Payroll form <p>Watch this video about our current benefits offering, from our HR Benefits team: Wrixate Technologies Benefits Overview. Then, complete the benefits enrollment.</p> <ul style="list-style-type: none"> Benefits enrollment <p>Download and read the Wrixate Technologies Employee Handbook.</p> <p>Then, complete the assessment from our HR team to demonstrate your understanding of the expectations: Company Policies and Procedures assessment</p>
Graphics/Images:	Additional Elements:	
Images of from recent employee retreat from HR files	<ul style="list-style-type: none"> Benefits overview (from HR) 	
External Links:	Assessment:	Branching:
<ul style="list-style-type: none"> Tax forms Payroll form Benefits enrollment Employee handbook 	<ul style="list-style-type: none"> HR assessment: Company Policies and Procedures assessment 	Next for all: About Our Company

Module: About Our Company		
Timing:	Audience:	Text or Script:
Day Two for all	<ul style="list-style-type: none"> All new employees Optional for internal transfers/ promotions 	<p>Wrixate Technologies has been working the change the world since 2014.</p>
Graphics/Images:	Additional Elements:	
Logo	<p>CEO Video: Year Kick-Off: Mission and Goals</p>	<p>Our external website provides detailed background about our company’s history. Read this page to learn more about where we came from and what we have accomplished for far: Wrixate Technologies: Where We Began</p> <p>Company Mission and Goals Access these internal documents to read about our companies mission and vision.</p> <ul style="list-style-type: none"> Wrixate Technologies Mission and Values Wrixate Technologies Vision and Goals <p>Next, watch this year’s kick-off video from our CEO, Jordan Williams, to hear about how the goals for this year fit with the company’s long-term vision.</p> <ul style="list-style-type: none"> Year Kick-Off: Mission and Goals <p>In course assessment: Company Mission and Values</p> <p>Flagship Product Wrixate Live, our flagship software, was first released in 2016. It is now used by millions of people every day, all over the world. Planned software updates are released each summer, with smaller updates and fixes released as needed.</p> <p>Learn about the current version of Wrixate Live and familiarize yourself with the internal sales and marketing plans, as well as the planned updates for the next release.</p> <ul style="list-style-type: none"> Wrixate Live website Sales plan (internal only) Marketing plan (internal only) Release notes (internal only) <p>Other Products</p>

		<p>In addition to Wrixate Live, we develop and manage a portfolio of additional software products, including Quibbain and Quibbain Enterprise.</p> <p>Learn about the current version of Quibbain and our other products and familiarize yourself with the internal sales and marketing plans, as well as the planned updates for the next releases.</p> <ul style="list-style-type: none"> • Software Products website • Sales plan (internal only) • Marketing plan (internal only) • Release notes (internal only) <p>Company Structure Access the internal company organization chart and familiarize yourself with the leadership team and the structure of the company.</p> <p>Note how the software product lines impact organizational structure. Identify where your role fits within the overall company.</p> <p>In course assessment: Company Structure and Roles</p>
<p>External Links: Company website: Wrixate Technologies: Where We Began</p>	<p>Assessment:</p> <ul style="list-style-type: none"> • In course assessment: Company Mission and Values • In course assessment: Company Structure and Roles 	<p>Branching: Next for all: About Your Team</p>

Module: About Your Team		
Timing:	Audience:	Text or Script:
Day Two for all	<ul style="list-style-type: none"> Required for all, except those being promoted from within the team 	<p>Your team is responsible for creating the external training materials for the end users of our software products. Within the team, Lead Designers oversee the materials for each software product, with frequent communication within the team to ensure cohesion and consistent messaging between product lines.</p> <p>As a Content Designer, you will be assigned to one of the specific product lines, working closely with a Lead Designer and other Content Designers to focus on portions of the work based on expertise and interest.</p> <p>Our Team:</p> <p>Sarah Gregory – Team Manager</p> <ul style="list-style-type: none"> Oversees team members and their work Runs team meetings Connects team to larger organization <p>Marcus Anderson – Project Manager</p> <ul style="list-style-type: none"> Manages project schedules Ensures resources are available to team members when needed, including sales and marketing support <p>Jessica Smith – Lead Designer, Wrixate Live Sam Williams – Lead Designer, Other Projects</p> <ul style="list-style-type: none"> Develop long-term training plans Oversee design of materials for their assigned projects <p>Content Designers:</p> <p>Willa Lopez Casey Bernard Angela Martin Andy Brown</p> <p>Work Schedule</p> <p>Generally, the team hours are scheduled based on the Pacific Time Zone, with most meetings scheduled in the mid-day. Fridays are meeting-free days to allow for focused work, across the</p>
Graphics/Images:	Additional Elements:	
Headshots of team staff		

		<p>company. You will be expected to attend scheduled meetings, but you will have some flexibility as to when, during the rest of the day, you chose to complete your work.</p> <p>You will receive meeting invites in Outlook for the regularly occurring meetings you will be expected to participate in, which include:</p> <ul style="list-style-type: none"> • Team Meetings, Tuesdays at 10am PST • 1:1 with the Team Manager, time and day TBD • Weekly Project Check-Ins, time and day vary by project <p>Additional weekly meetings are scheduled with Product Development teams, Internal Training teams, and others, as needed.</p>
External Links:	Assessment:	Branching:
n/a	n/a	Next for all: Team Projects

Module: Team Projects		
Timing:	Audience:	Text or Script:
Day Three for all	<ul style="list-style-type: none"> All 	<p>Before you begin your work as a Content Designer, we'd like you to get familiar with our existing materials and processes. Take some time to look through the existing materials. Get familiar with the flow of the content and the way the materials are structured.</p> <p>Make note of any questions you have as you look through the materials. You will have meeting invitations for 1:1 meetings with the Project Manager and Lead Designer during which you will be able to ask questions and gather more information about the current status of the work and what is coming next on the roadmap.</p> <p>Current Materials: Wrixate Live Training Materials</p> <ul style="list-style-type: none"> Basics eLearning Advanced User eLearning Virtual Training for Enterprise Users Slide Deck and Handout Customized Training options for Corporate Users <p>Quibbain Training Materials</p> <ul style="list-style-type: none"> Basics eLearning Advanced User eLearning Customized Training options for Corporate Users
Graphics/Images:	Additional Elements:	
n/a	n/a	
External Links:	Assessment:	Branching:
n/a	Project Manager and Lead Designer will inform Team Manager when meetings have been held	Next for all: Team Processes

Module: Team Processes

Timing:	Audience:	Text or Script:
Day Three for all	<ul style="list-style-type: none"> • All new employees • Optional for internal transfers/ promotions 	<p>Our design teams use the ADDIE Process to provide structure and consistency to the work processes.</p>
Graphics/Images:	Additional Elements:	<p>Materials currently in development are tagged based on their stage in the ADDIE Process in our Design Library. This helps us track the status of the current work.</p>
		<p>The ADDIE process is a systematic approach that stands for Analysis, Design, Development, Implementation, and Evaluation. In the Analysis phase, learning needs and goals are identified to ensure the course content is relevant and effective. The Design and Development phases involve creating detailed plans and actual training materials, while Implementation delivers the training, and Evaluation assesses its effectiveness and informs any necessary revisions.</p> <p>Learn more about the ADDIE Process, including examples similar to our use, in this training: ADDIE Process eLearning</p> <p>Brand Guidelines Adhering to brand guidelines is crucial for maintaining the consistency and integrity of our company's image. These guidelines ensure that all visual and textual elements of our brand are presented uniformly across all platforms, which helps to build and reinforce brand recognition and trust among our audience. Consistent branding distinguishes us from competitors, creates a cohesive experience for our customers, and strengthens our overall market presence. By following the brand guidelines, we ensure that our messaging is clear, professional, and aligned with our core values and mission. This unified approach not only enhances our reputation but also supports our efforts in establishing a strong, reliable brand identity.</p> <p>Defined brand guidelines, along with files for logos and approved images, are available in the Design Library.</p>

		Familiarize yourself with the brand expectations. If you have any questions, reach out to your Lead Designer for clarification.
External Links:	Assessment:	Branching:
<ul style="list-style-type: none"> • ADDIE Process eLearning 	Adherence to team processes should be reflected in 30-60-90 Day Plan	Next for all: Starting Strong

Module: Starting Strong		
Timing:	Audience:	Text or Script:
Day Three for all	<ul style="list-style-type: none"> All new employees Optional for internal transfers/ promotions 	<p>Performance Review Expectations</p> <p>Job-related performance reviews are a vital component of our professional development framework. These reviews serve multiple purposes, including assessing your progress, providing constructive feedback, and setting goals for future growth. They help identify your strengths and areas for improvement, ensuring you have the necessary support and resources to excel in your role. Performance reviews also facilitate open communication between you and your manager, fostering a deeper understanding of expectations and career aspirations. Ultimately, these reviews aim to enhance your skills, align your efforts with the company's objectives, and contribute to your overall career advancement.</p> <p>Your Team Manager will work with you to set annual goals for your role related to supporting the larger team and company goals. You will meet quarterly to monitor progress toward these goals.</p> <p>As you get started in your new role as Content Designer, you and your manager will meet create a 30-60-90 Day Plan with the intent that by 90 days into this role you will be working independently and successfully as part of the team. A 30-60-90 Day Plan is a helpful framework to guide new employees through their first three months on the job, setting clear expectations and milestones.</p> <p>30-60-90 Day Rubric</p> <p>Performance Goals will be set using the SMART Goals framework. For information about how we use SMART Goals, watch this training from our HR Team: SMART Goals Training.</p>
Graphics/Images:	Additional Elements:	
	<ul style="list-style-type: none"> Link to 30-60-90 Day Plan Rubric HR SMART Goals Training 	
External Links:	Assessment:	Branching:

n/a	<ul style="list-style-type: none"> 30-60-90 Day Plan reflecting goals based on role responsibilities and team/org expectations (Completed with manager using rubric) 	Next steps will be outside of the course, determined by the 30-60-90 Day Plan.
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HR Welcome Video Script:

[Opening scene: A vibrant, modern office space with smiling employees working and collaborating.]

Narrator (voiceover): "Welcome to Wrixate Technologies, where innovation and collaboration change lives for the better."

[Cut to: A friendly manager greeting the camera with a smile.]

Manager: "We're excited to have you on board! Here at Wrixate Technologies, you're not just joining a team; you're joining a unique cohort of creative minds and technology enthusiasts."

[Cut to: A montage of employees brainstorming, coding, and enjoying a team lunch.]

Narrator (voiceover): "You'll be working with the best in the industry, using cutting-edge technology to create solutions that make a real difference."

[Cut to: A new employee being welcomed by their team, receiving high-fives and handshakes.]

Narrator (voiceover): "Get ready to innovate, collaborate, and grow. We're here to support you every step of the way."

[Closing scene: The company logo with the tagline below it.]

Narrator (voiceover): "Welcome to Wrixate Technologies. Let's build the future together."

[Text on screen: We're so glad to have you on our team! Let's create something amazing.]