**Course Design Document – Problem solving with Action Learning**

## 1. About the Document:

This design document specifies all the decisions made about the course up to this time, including:

- Purpose of the course
-  Intended outcome of the course
- Audience description
- Delivery method(s)
- What to train
  - High-level outline
  - Detailed lesson outlines
- Objectives of each lesson
- Assessments/exercises for each task

## 2. Purpose of the Design Document:

The purpose of the design document is to obtain agreement with all stakeholders about the vision and plan for the course. These parties include:

- Internal clients (BU SMEs) and reviewers
- Team members (iLD) working on the course
- External clients, if any

## 3. Sign-off:

At this point, obtaining a sign-off on the design document is important in ensuring agreement on the plan. Once an agreement is secured from key stakeholders work on developing the course materials can begin.

An approved course design document is required to release a course as an official curriculum

**Key stakeholders for Design sign-off**

- Designated Leader from BU (for BU-developed courses)
- Head of iLD

# Contents of a Design Document

| S. No | Content | Page Number |
|:---:|:---|:---:|
| 1 | Purpose of the course | 4 |
| 2 | Audience description | 4 |
| 3 | Course objectives | 4 |
| 4 | Learning Assessment | 4 |
| 5 | Instructional Strategies | 4 |
| 6 | Media | 4 |
| 7 | Duration | 4 |
| 8 | Course Scope -detailed outline by unit /module, including:<br>• Introduction<br>• Objectives<br>• Topic List<br>• Duration<br>• Practice check method | 5 |
| 9 | Activities Conducted - detailed outline for each activity planned, including:<br>• Activity<br>• Objective<br>• Duration | 5 |
| 10 | Developmental Tools | 6 |
| 11 | Ownership and maintenance | 6 |
| 12 | Development time | 6 |
| 13 | Support requirements | 6 |
| 14 | Project sign-off sheet – ID, Project Manager, Client (internal or external) | 6 |

**Purpose of the Course:**

Problem-solving through action learning helps to find the most optimal solution or reach the best compromise that can resolve an issue facing the group or organization. It also aids to analyze a situation and its causes, assess what direction to take, then create an action plan to resolve the problem.

**Audience Description:**

The course is set for all manager-level associates at Intellect. The course is appropriate for associates who manage a team with any number of members. This is a course that is significant to all managers as we are in a project-based setup and deliveries take priority.

**Course Objectives:**

During this course, the learner will:

- Be oriented on the Learning Process, roles of the individuals, group and the coach
- Learn in-depth on Transformation through Questions – 7 Types of Questions and Question Funnel
- Appreciate working with the group to identify and agree on the urgent and important problem that they would like to address as part of the Action Learning session
- Be enabled to the application of learning from previous sessions to solve an urgent and important problem identified in one of the sessions
- Understand to apply the learnings to solve an urgent and important problem identified

**Learning Assessment:**

There are no assessments involved in the course.

**Instructional Strategies:**

This is an instructor-led in-person course with a slide presentation and multiple illustrations. The following methods will be employed at various places in the course:

- Cases are taken as illustrations
- Facilitator-led discussion
- Common illustration discussions
- Scenario-based discussions

**Media:**

The course will utilize the following media

- Slide Presentation/Images/Logos/videos

**Duration:**

This course is divided into 4 blocks, taking approximately 7 hours in total.

- Pre-Training Activity:  There is no pre-training activity
- Post-Training Activity: There is no pre-training activity

## Course Scope:

The course contains **5** lessons. The lesson brief is given below:

| Lesson | Objective | Topic List | Delivery Method | Duration | Practice check Method | Annexure |
|--------|-----------|------------|-----------------|----------|-----------------------|----------|
| 1 | Be oriented on the Learning Process, roles of the individuals, group and the coach | Orienting action learning process | Trainer-led PPTs | 60 minutes | NA | NA |
| 2 | Learn in-depth about Transformation through Questions – 7 Types of Questions and Question Funnel (in 2 parts) | Transformation through Questions | Trainer-led PPTs | 210 minutes | NA | NA |
| 3 | Appreciate working with the group to identify and agree on the urgent and important problem that they would like to address as part of the Action Learning session | Identifying the urgent and important problem | Trainer-led PPTs | 15 minutes | NA | NA |
| 4 | Be enabled to the application of learning from previous sessions to solve an urgent and important problem identified in one of the sessions | Learning application | Trainer-led PPTs | 120 minutes | NA | NA |

## Activities Conducted:

| Activity # | Activity | Objective | Duration | Annexure |
|------------|----------|-----------|----------|----------|
| 1 | 7 Types of Questions and Question Funnel | Transformation through Questions | 30 minutes | NA |
| 2 | Problem identification | Identify and agree on the urgent and important problem | 15 minutes | NA |
| 3 | Action Learning | Application of the learning from Sessions 1 and 2 | 120 minutes | NA |

## Development Tools

The course was prepared in PPT and edited with video editing tools.

**Ownership**

The design and Development of the course is by M N Prasad

Course approved by Dr. Vinay Menon – SVP iLD

Course revision from time to time by M N Prasad

Approved facilitator:  M N Prasad

**Development Time**

60 man-days (for course creation and editing as per guidelines)

**Support Requirements**

The course was developed completely by M N Prasad

**Course Sign-off**

Approved by:

Date:

Place:

# Annexure

**Not applicable**