

## **Course Design Document – Tees to Ties**

### **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

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**Purpose of the Course:**

Training freshmen hired from campus to adapt to life at Intellect and settle down in the corporate. And provide them with tools, approaches and practises to help them transition and blend successfully.

**Audience Description:**

The course is set for all entry-level associates at Intellect. The course is appropriate for associates who begin their career here at Intellect.

**Course Objectives:**

At the end of the entire course, participants will be able to:

- Adapting to a new way of life in the corporate work environment
- Communicate effectively within teams, peers, seniors and stakeholders
- How to overcome the challenges of learning as they work
- How to create an impact in their new life
- Working in Teams
- Working with peers from different generations.
- Transition smoothly as professionals.
- Email Etiquettes and Meeting Etiquettes.
- Interacting with Team members, Leads and Managers
- General Do's and Don'ts

**Learning Assessment:**

There are no assessments

**Instructional Strategies:**

This is an instructor-led in-person/virtual course with 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

**Media:**

The course will utilize the following media

- Slide Presentation/Images/platforms to run scripts

**Duration:**

This course is divided into 5 blocks, taking approximately 5 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	Topic List	Delivery Method	Duration	Practice check Method	Annexure
1	Clarity	Trainer-led session	40 minutes	NA	NA
2	Resilience	Trainer-led session	50 minutes	NA	NA
3	Agility	Trainer-led session	50 minutes	NA	NA
4	Fearlessness	Trainer-led session	40 minutes	NA	NA
5	Trust and Teamwork	Trainer-led session	40 minutes	NA	NA

**Activities Conducted:**

Activity #	Activity	Objective	Duration	Annexure
1	Challenges	Enabling FTEs to face challenges	20 minutes	NA
2	Email	Enabling FTEs to write clear and concise emails	20 minutes	NA
3	Team Meeting	Ensuring the conduct during the team meeting	20 minutes	NA
4	Team Flag	Flagging skills based on the learning quadrants	20 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 MN Prasad

Course approved by Dr. Vinay Menon – SVP iLD

Course revision from time to time by MN Prasad

Approved facilitator: MN Prasad

**Development Time**

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

**Support Requirements**

The course was developed completely by MN Prasad

**Course Sign-off**

Approved by:

Date:

Place:

**Annexure**

**Not applicable**