

MICROLEARNING

COURSE AGENDA

Training title:

EMPLOYEE TIMESHEET

TRAINING

Delivery method:
eLearning micro-
course in Rise
360.

Time required:

5 minutes

Learning objective:

Review and identify
how to complete and
submit the employee
timesheet.

Workplace audience:

Corporate
Employees

Training description:

This microlearning experience will cover the best way to complete your employee timesheet. The topics covered are using the different types of hours available to you, previewing and submitting your timesheet. Short videos, flash cards, and a short quiz will be used in this micro-course.

Micro-assessment:

Mini-quiz. Three
question multiple
choice quiz with
feedback.

Action steps:

Watch videos,
review activity,
and take a quiz.

Training purpose:

The reason for this course is to teach employees to correctly complete their timesheets and avoid disruptions every month. The knowledge gap to be filled is the uncertainty of using a specific software to complete the employee timesheet every month. The training approach will be performance-based because the course will show how to perform a task.