16-Jan-15
5-Feb-15
25-Feb-15
17-Mar-15
6-Apr-15
26-Apr-15
16-May-15
5-Jun-15
25-Jun-15
15-Jul-15
4-Aug-15
Initial meeting with Director
Meet with panels
Summarize panel feedback
Analyze 2014 survey results
Summarize feedback
Participate in February's Core training
Analyze current Core and identify strengths and weaknesses
Meet with Director, re: feedback and analysis
Identify project team
Debrief project team on responsibilities
Produce project plan
Meet with Director, re: project plan
Outline course modules
Meet with Director, re: new program outline
Identify needed SME's
Meet with SME's, re: expectations and needs
Redesign Welcome module
Redesign Company Overview module
Redesign Customer Experience module
Redesign Marketing Workshops module
Redesign Scavenger Hunt module
Meet with Director, re: redesigned modules
Meet with HR and Legal, re: Compliance sessions
Develop non-digital materials
Draft post-training surveys
Meet with Director, re: Survey feedback
Revise surveys with Director feedback
Conduct Core demo
"Train the Trainer" session
Meeting with Director, trainers, and SME's, re: demo feedback
Revise Core with Director, trainer, and SME feedback
Conduct Week 1 of new Core training
Send week 1 survey
Meeting with Director, trainers, and SME's, re: evaluate new Core program
Summarize and analyze week 1 survey results
Send 30 day survey
Summarize and analyze 30 day survey results
Send 90 day survey
Summarize and analyze 90 day survey results