Date:	August 5, 2022
Course Name:	Onboarding for Remote Teams
Module #:	3
Module Section Title (Subtopic):	Collaborative Communication
Slide/Screen Title:	3.1 Module Objective
Navigation Notes:	“Next” button jumps to next slide “Back” button jumps to previous slide

Graphics and Slide Text:

By the end of this module, you will you will know how to implement the **3-step** Collaborative Communication Process.

The Collaborative Communication Process is designed to help new employees get up to speed quickly with a team-oriented onboarding process.

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Narration/Voiceover: n/a

Slide Type: Major Point (Text and Image)

Date:	August 5, 2022
Course Name:	Onboarding for Remote Teams
Module #:	3
Module Section Title (Subtopic):	Collaborative Communication
Slide/Screen Title:	3.2 Meet Baba
Navigation Notes:	“Next” button jumps to next slide “Back” button jumps to previous slide

Graphics and Slide Text:

%Learner_name%, you already met Baba. He just finished his first day. As his manager, you want to get him up to speed quickly.

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Narration/Voiceover: n/a

Slide Type: 60/40 (text and image)

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Course Name:	Onboarding for Remote Teams
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Module Section Title (Subtopic):	Collaborative Communication
Slide/Screen Title:	3.3 Common Problem (Base Layer)
Navigation Notes:	• “Next” button jumps to next slide • “Back” button jumps to previous slide • Two “try again” attempts • Incorrect answer jumps to slide 3.4

Graphics and Slide Text:

"I feel overwhelmed. I enjoyed meeting everyone today but I am not sure if I will remember everything they shared with me today." Baba is facing a common onboarding issue- information overload.

How could you help support him in learning about the organization in a more paced manner, %Learner%?

(Correct Answer)
A. I will assign him a buddy in the organization that can give him guidance.

(Incorrect Answer)
B. I will schedule a meeting with him tomorrow to ask if he has any follow-up questions.

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Narration/Voiceover: n/a

Slide Type: Scenario with two layers

Date:	August 5, 2022
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Slide/Screen Title:	3.3 Common Problem (Correct Feedback Layer)
Navigation Notes:	“Next” button jumps to next slide “Back” button jumps to previous slide

Graphics and Slide Text:

Great choice, %Learner_name%.
Experts say this type of one-on-one guidance is crucial to succeeding and thriving within a new company, especially with remote workers who don't get the usual face time with managers as office employees.

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Narration/Voiceover: n/a

Slide Type: 60/40 (text and image)

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Module Section Title (Subtopic):	Collaborative Communication
Slide/Screen Title:	3.3 Common Problem (Incorrect Feedback Layer)
Navigation Notes:	“Next” button jumps to next slide “Back” button jumps to previous slide

Graphics and Slide Text:

While it is always a good idea to ask new employees if they have any questions, Baba is suffering from information overload and might not know what to ask you right now.

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Narration/Voiceover: n/a

Slide Type: 60/40 (text and image)

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Slide/Screen Title:	3.4 Collaborative Communication
Navigation Notes:	“Next” button jumps to next slide “Back” button jumps to previous slide

Graphics and Slide Text:

+ ORGANIZE TEAM COMMUNICATION TOOL
+ ASSIGN BUDDY
+ ASSIGN DISCOVERY EXERCISE

Organize Team Communication Tool: Populate and update your team’s Slack channel ahead of Baba’s start date to ensure all bases are covered. Make sure that Baba understands how your team uses the platform.

Assign Buddy: Assign Baba a buddy and encourage the buddy to interact with him weekly for the first 60 days. The buddy will give him general advice and guidance, facilitate introductions to other co-workers at the company, and organize informal chats.

Assign Discovery Exercise: Give Baba an exercise within the first two weeks that requires cross-teamcollaboration. The goal of a discovery exercise is to introduce him to other team members and information at the company.

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Narration/Voiceover: n/a

Slide Type : Tabs interaction with three layers. User clicks to reveal information. Greyed out visited states for each tab.

Date:	August 5, 2022
Course Name:	Onboarding for Remote Teams
Module #:	3
Module Section Title (Subtopic):	Collaborative Communication
Slide/Screen Title:	3.5 Knowledge Check 1
Navigation Notes:	• "Next" button jumps to next slide • "Back" button jumps to previous slide • Two "try again" attempts • Incorrect answer jumps to slide 3.4

Graphics and Slide Text:

Which of the following is **NOT** an effective communication practice to use during the onboarding process? Drag your answer to the trash can.

Organize team communication tool

Match new hire with a buddy

Assign discovery exercise

Correct Answer:
Schedule performance review

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Narration/Voiceover: n/a

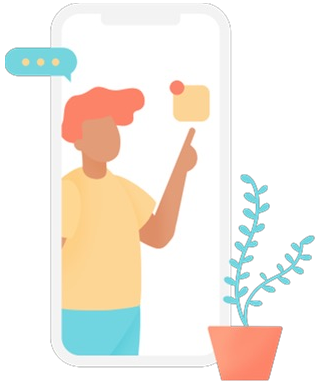
Slide Type: Quizzing: Drag and Drop

Date:	August 5, 2022
Course Name:	Onboarding for Remote Teams
Module #:	3
Module Section Title (Subtopic):	Collaborative Communication
Slide/Screen Title:	3.6 Knowledge Check 2
Navigation Notes:	• "Next" button jumps to next slide • "Back" button jumps to previous slide • Two "try again" attempts • Incorrect answer jumps to slide 3.4

Graphics and Slide Text:

Which one should you do **BEFORE** Baba's first day in order to set him up for success?

- Assign a discovery exercise
- Schedule a 1-on-1 meeting
- **Correct answer: Organize the team communication tool**
- Send an introduction email to the team



Check my answer

(Correct answer feedback): That's right, %Learner_name%! Baba will be able to get up to speed quicker when he can access information easily.

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Narration/Voiceover: n/a

Slide Type: Quizzing: Multiple Choice