

Essential Skills for the New Manager

Modality: self-paced eLearning (~40 min) **Audience:** newly promoted managers **Designer:** Thomas R. Christian, M.Ed. v1.0 · draft for SME review

Representative slice — 10 of the module's screens. This is the build spec: what's on screen, what's said, what the learner does, how it's developed, and the objective each screen serves. AI drafts the first pass; every design decision here is reviewed and owned by the designer.

#	Screen & type	On-screen text	Narration (VO)	Learner interaction	Visual & media / dev notes	Alignment
1	Welcome / Menu Title	H: Essential Skills for the New Manager From doer to leader — the training most new managers never get. Est. 35–45 min · 10 screens	<i>"You got promoted for being great at the work. Now the work is a different job. In the next 40 minutes: the shift, the traps, and the skills nobody handed you."</i>	Click Start. Persistent menu + progress bar; resume where you left off.	Full-bleed hero, cyan accent, Orbitron headline. Captions ON by default; VO autoplay OFF (WCAG).	Course intro — frames all objectives
2	The shift nobody trains you for Content	4 cards: "Your output isn't yours anymore" · "You're measured on others now" · "Your instincts will mislead you" · "The skills are new, not bonus."	<i>"As an IC, success was what you produced. As a manager, success is what your team produces — your best day may be one where you personally made nothing."</i>	Reveal each card (click). Next disabled until all 4 viewed.	2×2 card grid, one icon per card. Keyboard-operable, visible focus states.	O1 — Understand
3	The traps almost everyone falls into Content	Intro the three traps — the Doer, the Buddy, the Rescuer — one line each.	<i>"Three traps catch almost every new manager. Naming them is how you dodge them."</i>	Stepper through three panels; Next.	Three-panel timeline; muted line illustration per trap.	O2 — Understand
4	The Buddy trap: peer → boss Content	The friendship doesn't end — the relationship changes. Holding the standard with a former peer is the hardest rep. Do / Don't list.	<i>"When you manage a former peer, warmth can't buy a pass on the work. This is the exact situation you'll be tested on at the end."</i>	Toggle Do vs Don't.	Split panel; visual callback that foreshadows the capstone.	O6, O2 — sets up capstone
5	Checkpoint: The transition Knowledge check	Scenario stem + 3–4 options. Rich, teaching feedback per choice (not just right/wrong).	<i>(on wrong) "Not quite — that's the Doer reflex talking. Look again at who owns the outcome."</i>	Select an answer; immediate feedback; 2 attempts; must pass to proceed.	MCQ with distractor-level feedback; state saved to LMS (bookmarking).	O1 / O2 — Understand → Apply · formative
6	Delegation isn't dumping Content	Delegate to develop, not offload. Match the task to a growth goal · define "done" · set a check-in.	<i>"Dumping is handing off what you hate. Delegation is handing off what will grow someone — with clarity on done."</i>	Drag tasks into Delegate / Keep / Coach bins; feedback on drop.	Drag-and-drop sort; accessible select-menu fallback for keyboard/AT.	O3 — Apply
7	Your new core loop: 1:1s & feedback Content	The weekly loop: regular 1:1s · clear expectations · timely feedback (SBI model).	<i>"Three habits are now your actual job: 1:1s, expectations people can repeat back, and feedback close to the moment."</i>	Expand each habit; download the 1:1 template (job aid).	Cycle diagram; downloadable 1:1 template PDF — performance-support tie-in.	O4 — Apply
8	Clarity is kindness: expectations Content / practice	Vague vs specific examples. "Step up" → "Draft to me by Thursday with figures checked."	<i>"Clear is kind. 'Step up' isn't an expectation. A behavior, a standard, and a deadline is."</i>	Rewrite a vague expectation into a specific one; model answer reveals.	Free-text entry with model-answer reveal; or select-best fallback.	O4 / O5 — Apply
9	Applied: the missed deadline Branching scenario	A report misses a deadline. Learner picks the opening line; branches play out consequences; debrief maps the choice back to the principle.	<i>Character VO per branch; debrief narration ties the outcome to accountability + clarity.</i>	Branching decisions (2–3 points); consequences shown; replay enabled.	Storyline branching; character avatars; xAPI statements per decision.	O5 — Apply / Analyze · rehearsal
10	Capstone: The former peer Assessment — AI oral defense	Brief: Alex, a former peer, now your report, is coasting and leans on the friendship. "Answer in your own words — the examiner probes your reasoning."	<i>AI examiner opens, asks up to 3 probing follow-ups, then returns a verdict — Demonstrated / Partial / Not yet — with strengths and gaps.</i>	Open-response chat; multi-turn; verdict + formative feedback; retake option.	Custom LLM-scored interaction; rubric-referenced; transcript captured (xAPI).	O6 (+O2/O4/O5) — Analyze / Evaluate · authentic assessment

Objectives O1 IC→manager shift · O2 avoid the traps · O3 delegate to develop · O4 run the core loop (1:1s, expectations, feedback) · O5 hold the standard fairly · O6 manage a former peer.