ELEOS OneNote Training Syllabus

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Section 1: Program Overview

Why This Course?

As ELEOS continues to grow, Virtual Healthcare Assistants (VHAs) are expected to manage increasing volumes of information, workflows, tasks, and client-specific processes. Many VHAs have expressed the need for a structured system to organize notes, document important information, track daily responsibilities, and improve overall productivity.

Microsoft OneNote is a powerful yet underutilized tool that can help VHAs centralize information, streamline workflows, and create personalized systems for managing their day-to-day responsibilities.

This self-paced course was created to provide practical OneNote skills that can be immediately applied to daily operations, helping VHAs become more organized, efficient, and confident in managing information across multiple clients, processes, and projects.

Target Audience

This course is designed for:

- Active ELEOS Virtual Healthcare Assistants (VHAs)
- Newly deployed VHAs seeking better organizational habits
- VHAs managing multiple workflows, clients, or responsibilities
- Team members looking to improve productivity and time management
- Employees interested in developing professional organizational skills that can be applied across any role

No previous OneNote experience is required.

Course Duration

Format: Self-Paced Asynchronous Learning

Estimated Completion Time: 1.5 Hours Total

Module	**Estimated Time**
Introduction to OneNote	10 Minutes
Notebook Structure & Organization	20 Minutes
Creating Effective Notes	20 Minutes
Templates & Workflow Management	25 Minutes
Productivity Tips & Best Practices	10 Minutes
Knowledge Check & Final Activity	5 Minutes
Total	**90 Minutes**

Learning Approach

This course combines:

- Short instructional videos
- Guided demonstrations
- Practical examples relevant to VHA workflows
- Downloadable templates
- Knowledge checks
- A final application activity

The focus is on **practical implementation rather than theory**, ensuring learners can immediately apply what they learn to their daily work.

Section 2: Learning Objectives

By the end of this course, learners will be able to:

1. Organize and Manage Information Effectively in OneNote

- Create structured notebooks, sections, and pages to centralize work-related information.
- Apply best practices for organizing notes, resources, workflows, and reference materials.
- Quickly locate and retrieve information using OneNote's organizational features.

2. Improve Productivity Through Digital Note-Taking and Workflow Management

- Create clear and actionable notes for meetings, training materials, client processes, and daily tasks.
- Utilize templates, tags, and organizational tools to streamline recurring activities and improve efficiency.
- Develop a personalized workspace that supports daily responsibilities and professional growth.

3. Leverage Microsoft Copilot and AI-Powered Features Within OneNote

- Understand how Copilot can assist with note summarization, content generation, task extraction, and information organization.
- Apply AI-assisted workflows to save time, improve documentation quality, and enhance productivity.
- Identify practical use cases where Copilot can support VHA responsibilities and knowledge management.

4. Build a Sustainable Personal Knowledge Management System

- Combine OneNote and Copilot to create a centralized system for capturing, organizing, and utilizing information.

- Implement strategies that support continuous learning, collaboration, and long-term productivity.

Success Metrics

The success of this course will be measured by learners' ability to apply OneNote and Copilot concepts to improve organization, documentation, and productivity in their daily work.

Knowledge Outcomes

Upon completion, learners will be able to:

- Explain the core functions and benefits of Microsoft OneNote.
- Identify organizational strategies that support efficient information management.
- Describe how Microsoft Copilot can assist with note-taking, content generation, summarization, and task management.

Skill Outcomes

Learners will be able to:

- Create and organize notebooks, sections, and pages using a structured approach.
- Develop reusable note-taking and workflow templates.
- Utilize Copilot to summarize information, generate content, and extract actionable items from notes.
- Build a centralized workspace that supports daily VHA responsibilities.

Performance Outcomes

After completing the course, learners should demonstrate:

- Improved organization of work-related information.
- More efficient documentation and note management practices.
- Increased use of digital productivity tools.
- Ability to leverage AI-assisted features to reduce manual work and improve workflow efficiency.

Completion Requirements

To successfully complete the course, learners must:

1. Complete All Course Modules

- Review all required course content.
- Complete all demonstrations and guided activities.

2. Pass the Final Knowledge Check

- Complete the end-of-course assessment.
- Achieve a minimum passing score of **80%**.

Section 3: Course Outline & Module Breakdown

Module 1: Introduction to OneNote Fundamentals

Duration: 15 Minutes

Module Overview

This module introduces learners to Microsoft OneNote, its purpose, and its role as a digital workspace for organizing information, notes, and knowledge.

Topics Covered

- What is Microsoft OneNote?
- Benefits of using OneNote in a professional environment
- Understanding the OneNote interface
- Notebooks, Sections, Pages, and Subpages
- Syncing and accessing notes across devices
- Common workplace use cases

Learning Activity

Create Your First Notebook

- Create a notebook
- Add sections and pages
- Explore the navigation panel

Module Outcome

Learners will be able to navigate OneNote and understand its organizational structure.

Module 2: Organizing Information for Productivity

Duration: 25 Minutes

Module Overview

This module focuses on building a structured system for organizing information, resources, workflows, and documentation.

Topics Covered

- Designing an effective notebook structure
- Organizing projects, clients, and reference materials
- Using sections and page hierarchies effectively
- Tags and categorization
- Search functionality and information retrieval
- Best practices for maintaining organized notes

Learning Activity

Build a Professional Workspace

- Create a notebook structure for work-related activities
- Organize information into logical categories

Module Outcome

Learners will be able to create an organized workspace that improves information management and accessibility.

Module 3: Note-Taking & Workflow Management

Duration: 25 Minutes

Module Overview

This module teaches practical strategies for capturing, managing, and utilizing information efficiently.

Topics Covered

- Effective note-taking techniques
- Meeting notes and documentation
- Creating reusable templates
- Managing tasks and follow-ups
- Tracking action items
- Productivity tips and shortcuts

Learning Activity

Create a Workflow Template

- Design a reusable note template
- Document a sample process or workflow

Module Outcome

Learners will be able to create structured notes and templates that support daily productivity and workflow management.

Module 4: Enhancing Productivity with Microsoft Copilot

Duration: 15 Minutes

Module Overview

This module introduces Microsoft Copilot and demonstrates how AI can enhance note-taking, organization, and knowledge management within OneNote.

Topics Covered

- Introduction to Microsoft Copilot
- How Copilot integrates with OneNote
- Summarizing notes and meetings
- Generating action items and task lists
- Drafting content and outlines
- Practical workplace use cases
- AI best practices and limitations

Learning Activity

Copilot in Action

- Use Copilot to summarize a note

- Generate action items from meeting content
- Create an organized outline using AI assistance

Module Outcome

Learners will be able to use Copilot to improve efficiency, organization, and productivity within OneNote.

Final Knowledge Check

Duration: 10 Minutes

Knowledge Check

- Multiple-choice assessment
- Passing score: 80%

Final Outcome

Learners will demonstrate their ability to organize information, manage workflows, and leverage AI-powered tools within OneNote.

Section 4: Detailed Module Content

Module 1: OneNote Foundations

Duration: ~15 Minutes

Lesson 1.1 – Introduction to Microsoft OneNote (PPTX Video)

Format: Presentation with Voiceover

Topics Covered

1. What is Microsoft OneNote?
2. Benefits of using OneNote in a professional environment
3. Common workplace use cases

Learning Goal

Understand the purpose of OneNote and how it can improve organization, documentation, and productivity in the workplace.

Lesson 1.2 – Navigating OneNote (Screen Recording)

Format: Screen Recording with Voiceover

Topics Covered

1. Understanding the OneNote interface
2. Notebooks, Sections, Pages, and Subpages
3. Syncing and accessing notes across devices

Learning Goal

Become familiar with the structure and navigation of OneNote.

Practice Activity

Build Your First Notebook

Learners will:

- Create a notebook
- Create two sections
- Create at least one page in each section

(Required to continue, not graded.)

Knowledge Check

5 Auto-Graded Questions

Module 2: Organizing Information for Productivity

Duration: ~25 Minutes

Lesson 2.1 – Structuring Your Workspace (Screen Recording Microlearning)

Format: Screen Recording with Voiceover

Topics Covered

1. Designing an effective notebook structure
2. Organizing projects, clients, and reference materials
3. Using sections and page hierarchies effectively

Learning Goal

Create a logical structure for storing and managing information.

Lesson 2.2 – Finding Information Quickly (Screen Recording Microlearning)

Format: Screen Recording with Voiceover

Topics Covered

1. Tags and categorization
2. Search functionality and information retrieval

Learning Goal

Use OneNote features to quickly locate and manage information.

Lesson 2.3 – Organization Best Practices (PPTX Video)

Format: Presentation with Voiceover

Topics Covered

1. Best practices for maintaining organized notes
2. Naming conventions
3. Avoiding duplicate information
4. Maintaining consistency

Learning Goal

Apply proven strategies to keep notebooks organized and sustainable over time.

Practice Activity

Create Your Professional Workspace

Learners will:

- Create a notebook structure relevant to their role
- Add categories and tags to organize information

(Required to continue, not graded.)

Knowledge Check

5 Auto-Graded Questions

Module 3: Note-Taking & Workflow Management

Duration: ~25 Minutes

Lesson 3.1 – Effective Note-Taking Fundamentals (PPTX Video)

Format: Presentation with Voiceover

Topics Covered

1. Effective note-taking techniques
2. Productivity tips and shortcuts

Learning Goal

Understand how structured note-taking improves productivity and information retention.

Lesson 3.2 – Creating Meeting Notes (Screen Recording Microlearning)

Format: Screen Recording with Voiceover

Topics Covered

1. Meeting notes and documentation

Learning Goal

Create clear and actionable meeting notes.

Lesson 3.3 – Creating Reusable Templates (Screen Recording Microlearning)

Format: Screen Recording with Voiceover

Topics Covered

1. Creating reusable templates

Learning Goal

Standardize recurring documentation processes.

Lesson 3.4 – Managing Tasks & Follow-Ups (Screen Recording Microlearning)

Format: Screen Recording with Voiceover

Topics Covered

1. Managing tasks and follow-ups
2. Tracking action items

Learning Goal

Track responsibilities and follow-up activities effectively.

Practice Activity

Create a Personal Productivity Page

Learners will:

- Create one meeting note
- Create one template
- Create one task-tracking page

(Required to continue, not graded.)

Knowledge Check

5 Auto-Graded Questions

Module 4: Introduction to Copilot in OneNote

Duration: ~15 Minutes

Note: This module focuses on basic productivity enhancements and not advanced AI usage.

Lesson 4.1 – Understanding Copilot in OneNote (PPTX Video)

Format: Presentation with Voiceover

Topics Covered

1. Introduction to Microsoft Copilot
2. How Copilot integrates with OneNote
3. Practical workplace use cases
4. AI best practices and limitations

Learning Goal

Understand when and how Copilot can support note-taking and organization activities.

Lesson 4.2 – Summarizing Notes with Copilot (Screen Recording Microlearning)

Format: Screen Recording with Voiceover

Topics Covered

1. Summarizing notes and meetings

Learning Goal

Use Copilot to quickly identify key information.

Lesson 4.3 – Organizing Information with Copilot (Screen Recording Microlearning)

Format: Screen Recording with Voiceover

Topics Covered

1. Generating action items and task lists

Learning Goal

Convert notes into actionable follow-up items.

Lesson 4.4 – Improving Note Quality with Copilot (Screen Recording Microlearning)

Format: Screen Recording with Voiceover

Topics Covered

1. Drafting content and outlines

Learning Goal

Use Copilot to improve clarity, structure, and readability of existing notes.

Practice Activity

Improve a Note with Copilot

Learners will:

- Summarize a note
- Generate action items
- Improve the structure of an existing note

(Required to continue, not graded.)

Knowledge Check

5 Auto-Graded Questions

Final Assessment

Format: Auto-Graded Final Test

Requirements

- 20 Multiple Choice Questions
- Passing Score: 80%
- Unlimited attempts (recommended)
- Certificate/Completion Status unlocked upon passing