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| *Business Purpose* | Fair Workweek Law compliance. The purpose of this training is to ensure *Flower and Bloom* is in compliance with the new law which requires employers to alter their scheduling processes.  |
| *Target Audience* | *Flower and Bloom* shift and schedule managers across the city of NY |
| *Training Time* |  10 minutes |
| *Training Recommendation* | Shift and schedule managers will watch a 10-minute training video. A review of current schedule processes, the effects it has on employees, the new policy, and daily changes to be enacted. Video to walk through “A Day in the Life” scenarios of employees under current schedule processes versus once schedule policy change takes effect. |
| *Deliverables* | * One 10-minute training video in Vyond
* Job Aid
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| *Learning Objectives* | 1. Identify policy provisions
2. Contrast effects of policy on employees’ daily life to those of current schedule practices
3. Create schedules in compliance with ordinance
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| *Training Outline* | * “A Day in the Life” of an employee under current schedule practices
* Introduce ordinance and penalties with noncompliance
* How to create a schedule that is in compliance
* “A Day in the Life” of an employee under new schedule practices
 |
| *Evaluation Plan* | Monthly penalty report pulled for each *Flower and Bloom* location during the first 6 months and quarterly thereafter. |