Subject	Topics to Include
Business Purpose	Indian Acres has historically utilized in-person training to go over the employee handbook. They are looking to save time in orientation by getting the employee handbook in a series of eLearning modules. This way they will be able to have more hands-on and intentional training during orientation.
Target Audience	New and Returning Employees of the Day Camp as well as the Aquatics department. The employee ranges from 15 to 21 in age, and from high school student to college graduate in education level. Some of the employees are brand new and others are returning and have viewed the employee handbook in past years.
Training Time	Between 45 and 90 minutes.
Training Recommendation	Training will be delivered in 5 eLearning modules with voice over narration • Module 1–Employee Overview • Module 2–Aquatics • Module 3–Staff Evaluation Criteria • Module 4–Harassment Policy • Module 5–Active Shooter Protocol
Deliverables	• 1 design doc • 5 storyboard • 5 eLearning modules using Articulate Storyline 360

Learning Objectives	At the end of these eLearning modules, learners will be able to:
	
	• Module 1
	    ○ Describe the requirements of their job.
	    ○ Demonstrate the procedure to report absences.
	    ○ Explain how compensation works.
	    ○ Demonstrate understanding in the topics of time sheets, uniforms, supplies and parking.
	• Module 2

- ○ Describe expectations of aquatics within and outside of day camp.
  - ○ Demonstrate aspects of water safety.
  - ○ Identify routines at day camp and with Indian Acres as a whole.
- Module 3
  - ○ Describe staff evaluation criteria.
  - ○ Apply the staff evaluation criteria.
- Module 4
  - ○ Define harassment, responsibility, confidentiality, and retaliation.
  - ○ Identify what harassment is and is not.
  - ○ Describe the complaint procedure.
- Module 5
  - ○ Describe the active shooter protocol in various locations of Indian Acres property.

Training Outline

Module 1

- Employee Overview
  - ○ Job Description
    - ■ clear overview of the job description as described in the handbook.
  - ○ Job Requirements
    - ■ clear overview of requirements as described in the handbook including
      - Uniform Requirements for an IA employee
      - Attributes of an IA employee
      - Professional responsibilities of an IA employee
      - Expectations for absences of an IA employee
  - ○ Knowledge Check
  - ○ Compensation
    - ■ Understanding wages and pay periods
    - ■ Build Up Hours (can you describe this more)?Picking up lifeguard shifts, working afternoon camp, doing maintenance, Parents night out,splash party
    - ■ Reimbursed Expenses
  - ○ Other Employee Information
    - ■ Time Sheet
      - overview as described in the handbook
      - Do you have a picture of a timesheet?no time sheet. clock in and out on when i work app
        - ○ Include screenshots of app
    - ■ Uniforms
      - overview as described in the handbook

- ■ Supplies
  - ● overview as described in the handbook
- ■ Parking
- ○ Knowledge Check
- ○ Quiz
  - ● overview as described in the handbook

Module 2

- ● Swim Lessons (all as described in handbook)
  - ○ Attire
  - ○ Attitude
  - ○ Presentation
  - ○ Safety
  - ○ Knowledge Check
- ● Weekly Routines
  - ○ Camp Routines
  - ○ All Lessons (trying to figure out a different subheading for this)
  - ○ Inclement Weather Routing
    - ■ At camp
    - ■ Swim lessons
  - ○ Knowledge Check
- ● Quiz

Module 3

- ● List Main headings included in the staff criteria
  - ○ This will be an accordion where the detailed criteria will be displayed under each heading
- ● Knowledge Check
  - ○ 2-3 scenarios where learner will rate the counselor based on the scenario
- ● Quiz
  - ○ This will likely be a drag and drop of "Does Not Meet Expectation", "Meets Minimum Expectations", or "Exceeds Expectation"

Module 4

- ● Purpose of Harassment Policy
- ● Definitions
  - ○ Harassment
  - ○ Responsibility (Who are the people that they will report to?)IA camp director, aquatics director
  - ○ Confidentiality
  - ○ Retaliation
- ● Knowledge Check
- ● Complaint Procedure
- ● Knowledge Check
- ● Quiz
  - ○ multiple choice questions

	○ scenarios where the learner will sort what is and is not harassment Module 5 ● Active Shooter Protocol ○ Show a map of where groups will go if Code Phrase is called (need a map) ● Quiz
Evaluation Plan	● Knowledge Checks throughout each module ● Quiz at the end of the modules ● Quizzes need a name on the results pag ○ All quizzes will have a name and a score. Learners will need a 80% or higher to pass and will have 3 attempts to pass.