

# Creating a Trauma Informed Approach in the Workplace- eLearning Storyboard

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## Notes for Developer and Reviewer

### Notes for Reviewers

- Please use Comments and Track Changes to make comments and edits.
- Please focus on the accuracy and completeness of the content during this review cycle. “Page breaks” for the online course will be adjusted after the content is edited.
- **Questions for reviewers are indicated with green highlighting.** All questions will need to be resolved before programming can begin.
- Remember, the text in the right column will be narrated audio.
- There will be “connecting” words and phrases that would not appear in a written procedure. If the wording seems awkward to you, try reading the text aloud to see how it fits, then make changes if it still seems necessary.
- Formatting is merely to aid the voiceover talent: remember, learners will hear – not see – this text.
- Capitalization is not important in the left column, but is very important in the next column, “Visual/Display.”
- Use the Table of Contents on the next page for ease of navigation.
- Optional Tip: Hiding the top and bottom margins of this document (double-clicking between the pages to “Hide/Show White Space”) will enable you to go through the storyboard more smoothly.

### Notes for Developers:

- **Text in blue is the text meant for on screen.** All text in black are notes for developer.
- Working space refers to the main part of the slide used as a learning space. Below the title. See image below for reference.
- There will not be specific directions for on screen text. All onscreen text should appear when it is heard in the audio.
- Unless otherwise noted in the Description of elements/Interactions section, all images and objects will fade in and out based on triggers indicated in the audio section.
- Unless otherwise noted the audio begins when the timeline begins.

## Project Details

### Target Audience

Managers and supervisors of X company who are in charge of staff supervision and creating and maintaining company policy.

### Objectives

- Recognize which of the four steps of trauma informed approach your organization has already taken.
- Identify basic trauma informed practices that you can employ in your workplace.
- Brainstorm ways to build your workplace into a more trauma informed work environment.

## Design Elements

### Slide Layout

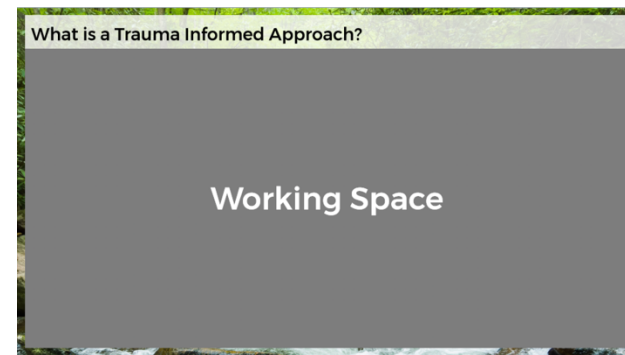
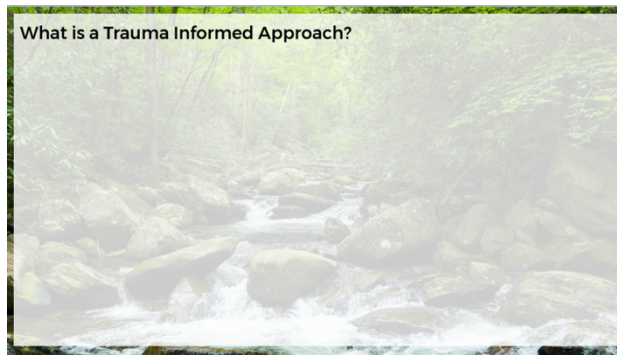
Each slide has a background image of a green natural scene that is covered by a white rectangle at 25% transparency that is centered over the image. See image below for reference.

All the slides in a scene share the same background image, the background image changes between scenes.

Slide title appears at the top left hand corner of the slide within the white rectangle at 20 pixels from the top.

Images/Objects/Text generally start at 62 pixels from the top unless otherwise stated/shown.

Where ever possible, fill the working space with images and textboxes so that there is no white space. See below for example.



### Colors used

The main colors for objects are gradients of greens that are taken from the background image.

Title text is black.

Navigation text is black.

Body text is either black or white depending on contrast.

### Font

Title and subheader font is Monserrat Medium.

Body font is Monserrat.

## eLearning Storyboard

### Scene 1: Introduction

All slides in the scene share:

1. Background image (different than that of the other scenes): Calm image of greenery or plants
2. White transparent rectangle at that is centered over background image, leaving a 12px border on all sides
3. Color scheme for objects: gradient of 6 green colors pulled from the background image for scene

#### Slide 1 : Introduction

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
1	<p>Hide previous and next buttons.</p> <p>Title text and background image appear as part of slide transition.</p> <p>[1] Start Course Button - When clicked, this button will take user to Slide 3: Why Trauma Informed Approach</p> <p>[2] Course Navigation Button - When clicked, this button will take user to Slide 2: Navigation</p>	<p><i>Text:</i></p> <p>Title: <a href="#">Creating a Trauma Informed Approach in the Workplace</a></p> <p>Button: <a href="#">Start Course</a></p> <p>Button: <a href="#">Course Navigation</a></p> <p><i>Graphics:</i></p> <p>Scene 1 background (without white rectangle overlaid)</p> <p>Start Course Button</p> <p>Navigation Button</p>	<p>Welcome to Creating a Trauma Informed Approach in the Workplace.</p> <p>Please click “Start Course” to begin, or click “Course Navigation” to learn about how to navigate through this course.</p>

#### Slide 2: Navigation

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
2	<p>Learner can access the Navigation slide at any time from the upper right hand corner of the player as a light box.</p> <p><i>Interactions:</i></p> <p>All text and objects appear as part of slide transition.</p> <p>When learner hovers over each circle, a layer appears with text and objects that highlight each one of the elements of the player. The layer disappears when the user moves the</p>	<p><i>Text:</i></p> <p><a href="#">Hover your mouse over the dots to learn how to navigate this course.</a></p> <p><a href="#">Click “Next” to begin course.</a></p> <p><i>Graphics:</i></p> <p>On base layer: Six circles positioned around the edge of the background. Circles follow the gradient of green colors for Scene 1. Place circles in proximity to the following elements on the player:</p> <ul style="list-style-type: none"> <li>● Prev and Next buttons</li> <li>● Seek bar</li> </ul>	<p>Please hover your mouse over the dots to learn how to navigate this course.</p> <p>When you are ready, please click “next” to begin the course.</p>

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
	<p>mouse off of the circle. This could also be achieved by a change of state when hovered.</p> <p>Learner uses Next button in player to advance to Slide 3: Learning Objectives</p>	<ul style="list-style-type: none"> <li>• Play/Pause button</li> <li>• Menu button</li> <li>• Navigation button</li> <li>• Resources button</li> </ul> <p>On each layer: a textbox that covers the base layer text and an arrow on top of the hovered circle pointing to the player element being highlighted.</p>	

### Slide 3: Learning Objectives

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
3	<p>Title text and all objects/images appear as part of slide transition.</p> <p>Body text is centered inside the four rectangles on the left hand side of the working space. Photo is on the right hand side of the working space.</p> <p>Learner uses the Next button to advance to Slide 4: Why Trauma Informed Approach?</p> <p>Previous button returns to Introduction slide.</p>	<p><i>Text:</i></p> <p>Title: <a href="#">Learning Objectives</a></p> <p><a href="#">After this training, you will be able to:</a></p> <p><a href="#">Recognize which of the four steps of trauma informed approach your organization has already taken.</a></p> <p><a href="#">Identify basic trauma informed practices that you can employ in your workplace.</a></p> <p><a href="#">Brainstorm ways to build your workplace into a more trauma informed work environment.</a></p> <p><a href="#">Click "Next" to continue.</a></p> <p><i>Graphics:</i></p> <p>Photo of group handshake or high five</p> <p>4 rectangles in gradients of green from lightest at the top to darkest at the bottom.</p>	<p>After this training, you will be able to:</p> <p>Recognize which of the four steps of trauma informed approach your organization has already taken.</p> <p>Identify basic trauma informed practices that you can employ in your workplace.</p> <p>And, brainstorm ways to build your workplace into a more trauma informed work environment.</p> <p>When you are ready, Click "Next" to continue.</p>

### Slide 4: What do you think?

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
4	<p>This is a multiple choice question slide, answer will not be graded.</p> <p>Since the "continue" button (to advance to the next slide) is located on the layer for the correct</p>	<p><i>Text:</i></p> <p>Title: <a href="#">What do you think?</a></p> <p>Question text: <a href="#">What percentage of workers feel that the COVID-19 pandemic has been the most stressful or traumatic time in their career?</a></p>	<p>According to a study done by Kaiser Permanente, what percentage of workers feel that the COVID-19 pandemic and its global impacts</p>

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
e	<p>answer, the learner has unlimited attempts to guess the correct answer.</p> <p>Next and Prev buttons are disabled on this slide.</p> <p>All text, images, and objects appear with slide transition.</p> <p>Learners select their guess and then click the submit button, which takes them to one of four layers.</p> <ol style="list-style-type: none"> <li>30%</li> <li>50%</li> <li>70% (correct answer)</li> <li>90%</li> </ol>	<p>Answer Choices: 30% 50% 70% 90%</p> <p>Quiz directions: <a href="#">Select your answer and then click the "Submit" button.</a></p> <p>Button text: <a href="#">Submit</a></p> <p><i>Graphics:</i></p> <ul style="list-style-type: none"> <li>Image of a stressed out worker. Left hand side of the working space. Image takes up approximately two thirds of the screen from left to right.</li> <li>4 rectangles in gradients of green from lightest at the top to darkest at the bottom. Rectangles fill the working space from top to bottom and side to side so there is no white space (see image for example). The multiple choice answer choices text go inside each box.</li> <li>Submit button- green rectangular button with white text saying "Submit"</li> </ul>	<p>have led to the most stressful or traumatic time in their career?</p> <p>Please select your answer and then select the "Submit" button.</p>
4a,b,d	<p>Layers a, b, and d are the incorrect answer layers which direct the learner back to guess again.</p> <p>All elements appear when layer is opened.</p> <p>Learner clicks the continue button to return to the base layer and answer the question again.</p>	<p><i>Text:</i></p> <p>Layers a, b: <a href="#">Incorrect. Try again (think a little higher)!</a></p> <p>Layer d: <a href="#">Incorrect. Try again (think a little lower)!</a></p> <p><a href="#">Try Again</a> (button)</p> <p><i>Graphics:</i></p> <p>White box in the center of the layer (it will appear over the base layer like a pop-up box) with red X icon with a black circle around it.</p> <p><a href="#">Try Again</a> button</p>	
4c	<p>This is the layer for the 7 out of 10 answer- the correct answer.</p> <p>All text, icons, and button appear when layer is opened.</p>	<p><i>Text:</i></p> <p><a href="#">Correct!</a></p> <p><a href="#">Seven out of ten workers say that the COVID-19 pandemic has been the most stressful or traumatic event of their career.</a></p>	<p>You guessed it!</p> <p>A whopping seventy percent, or [1] seven out of ten workers say that the COVID-19 pandemic has been</p>

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
	At [1] in the audio, 7 of the 10 person icons change from grey to green. 3 of the person icons remain grey. Learner clicks Continue button to transition to the next slide, slide 6 (Refresher on Trauma).	<a href="#">Continue</a> (button)  <i>Graphics:</i> 10 person icons (see above for placeholder) Continue button	the most stressful or traumatic event of their career.  When you are ready, please click the “continue” button.

### Slide 5: Why Trauma Informed Approach?

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
5	Slide opens with a person stressed and the intro text on the screen.  Interactions: [1] image of downward trending graph wipes left to right [2] graph and intro text fade. Left text with image and one green box appear on the left hand third of the screen. [3] Middle text, image, and green box appear on the middle third of the screen. [4] Right text, image, and green box appear on the right third of the screen. Learner uses next button to advance to the next slide: Slide 6: What is Trauma Informed Approach?  Previous button returns to slide 4: What do you think?	<i>Text:</i> Intro Text: <a href="#">Employee stress can bring down your company's bottom line.</a> Left Text: <b>Higher rates of error</b> <a href="#">91% of workers said that feeling stressed negatively affects the quality of their work</a> (Body) Middle Text: <b>Poor work performance</b> <a href="#">41% of workers said stress made them less productive</a> (Body) Right Text: <b>High turnover rate</b> <a href="#">Workplace stress leads to a 50% increase in turnover rates</a> (Body)  <i>Graphics:</i> image of a person stressed png Image of a downward trend graph (invisible background) three images that correspond to the three statistics three green boxes (in gradient of shades) that will cover the images at 15% transparency	The stress that employees face at home and at work has an [1] impact on a company's bottom line. [2] Stress makes employees more prone to error, [3] poor work performance, and [4] high employee turn over rate, all of which costs companies billions nation-wide every year.  Focusing on a trauma informed approach isn't just good for your employees, it is also good for your budget.  When you are ready, please click the next button to learn what trauma informed approach can do to help with stress in your workplace.

## Scene 2: Trauma Informed Approach in the Workplace

All slides in the scene share:

4. Background image (different than that of the other scenes): Calm image of greenery or plants
5. White transparent rectangle at that is centered over background image, leaving a 12px border on all sides
6. Color scheme for objects: gradient of 6 green colors pulled from the background image for scene

### Slide 6: What is a Trauma Informed Approach?

Learning objectives achieved:

- Recognize which of the four steps of trauma informed approach your organization has already taken.

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
6	<p>Slide opens with the title text and an image of a mental health or medical professional.</p> <p>[1] Fade in green textbox over right half of working space</p> <p>[2] Fade in image of working looking at camera.</p> <p>[3] Fade in 4 rectangles in gradient of green.</p> <p>4 rectangles will correspond to 4 layers. When the learner clicks on each of the 4 rectangles, text and an icon for that layer will appear while layer audio plays. Rectangles do not need to be clicked in any particular order.</p> <p>Once the learner clicks all the green tabs to open all the layers they use the next button in the player to advance to Slide 8: Six Guiding Principles of Trauma Informed Approach.</p>	<p><i>Text:</i></p> <p>Title: <b>What is a Trauma Informed Approach?</b></p> <p>TIC Definition: <b>Trauma informed care is a strengths-based approach that uses an understanding of trauma to cultivate physical, psychological, and emotional safety for survivors of trauma.</b></p> <p>Navigation Instructions: <b>Click on the green tabs to learn the four steps of a trauma informed approach.</b></p> <p><i>Green Box Text:</i></p> <p>1 2 3 4</p> <p><i>Graphics:</i></p> <p>Image of mental health or medical professional talking to a client that covers the whole working space.</p> <p>Green textbox that covers the right half of the working space.</p> <p>Image of worker looking directly at the camera and smiling that covers left half of the working space.</p> <p>4 rectangles in gradients of green from lightest at the top to darkest at the bottom. Rectangles fill the working space from top to bottom and side to side so there is no white space.</p>	<p>[1] Now that you understand the impacts of stress and trauma in today's workplace, lets build an understanding of Trauma Informed Approach.</p> <p>Trauma informed care is a strengths-based approach that emphasizes cultivating physical, psychological, and emotional safety for those surviving stress or trauma.</p> <p>[3] Please click on the green tabs to the right to learn four steps you and your organization can need to take to adopt a trauma informed approach.</p>



Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
6a-d	See description of layers above.	<p><i>Text:</i></p> <p>Layer a: <b>Realize</b> the widespread impact of trauma and understand the potential paths to recovery.</p> <p>Layer b: <b>Recognize</b> the signs the symptoms of trauma in staff and clients.</p> <p>Layer c: <b>Respond</b> by fully integrating knowledge about trauma into policies, procedures, and practices.</p> <p>Layer d: <b>Resist re-traumatizing</b> by actively seeking to support staff and clients.</p> <p><i>Graphics:</i></p> <p>For each layer, use an icon that demonstrates the step described in the layer</p> <p>Layer a: lightbulb</p> <p>Layer b: binoculars</p> <p>Layer c: heart</p> <p>Layer d: waves or equilibrium</p>	<p><i>[Layer a]</i> Realize the widespread impact of trauma and understand the potential paths to recovery.</p> <p><i>[Layer b]</i> Recognize the signs and symptoms of trauma in staff and clients.</p> <p><i>[Layer c]</i> Respond by fully integrating knowledge about trauma into policies, procedures, and practices.</p> <p><i>[Layer d]</i> Resist re-traumatizing by actively seeking to support staff and clients.</p>

### Slide 7: Check Your Knowledge: The Four Steps to a Trauma Informed Approach

Learning objectives achieved:

- Recognize which of the four steps of trauma informed approach your organization has already taken.

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
7	<p>This is a freeform question slide that uses the drag and drop features.</p> <p>Next button is disabled. Previous button is visible.</p> <p>Slide opens with the title text and the character, Carol, in the center of the working space.</p>	<p><i>Text:</i></p> <p>Title: <b>Check Your Knowledge: The Four Steps to a Trauma Informed Approach</b></p> <p>Activity Directions: <b>When you have finished, please click the "Submit" button.</b></p> <p>Four Steps: (1) <b>Realize the widespread impact of trauma.</b> (2) <b>Recognize the signs and symptoms of trauma.</b></p>	<p>This is Carol. She is a supervisor with a mid-size medical supply company. The company just decided to bring employees back into the office, and they want Carol to update policies and procedures to work for her staff. Carol knows that coming back to the office will add stress to some of her employees. She has been</p>

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
	<p>[1] Using a motion path, character Carol moves to the left of the working space. All the other graphics and text fade into the right and left of the character.</p> <p>Learner drags and drops the four steps rectangles into the dotted line rectangles next to Carol's Actions rectangles. The drag and drop rectangles will snap into place.</p> <p>Once all the drag and drop rectangles have been dropped on a dotted line rectangle, the learner clicks the submit button, which takes the learner to one of three layers:</p> <ul style="list-style-type: none"> <li>● 8a - Correct</li> <li>● 8b - Try Again</li> <li>● 8c - Incorrect</li> </ul> <p>The Correct and Incorrect layers will have a text entry reflection activity on them that the learner needs to complete before advancing to the next slide.</p> <p>When the learner has finished with the layer, they will use the continue button on that layer to advance to slide 9: Six Guiding Principles of Trauma Informed Approach.</p>	<p>(3) Respond by integrating knowledge about trauma into the workplace.</p> <p>(4) Resist re-traumatizing by actively seeking to support staff and clients.</p> <p>Carol's Actions: (1) Carol plans to attend a training on trauma in order to better understand what some of her staff might be going through.</p> <p>(2) Carol plans use her knowledge and experience to look for signs and symptoms of trauma in her staff.</p> <p>(3) Carol plans to make changes to her work group to make her employees feel less stress at work.</p> <p>(4) Carol plans to meet regularly one-on-one with her staff to build trust and keep an open dialog with them.</p> <p>Submit (button)</p> <p>Graphics:</p> <p>Female character standing and smiling from Storyline's library to act as the supervisor, "Carol"</p> <p>Four rectangles of the same shade of green for Carol's Actions text.</p> <p>Four Rectangles of the same size that have no fill and a dotted line outline that are situated next to Carol's Actions.</p> <p>Four rectangles of the same shade of green (these will be the drag and drop objects) for the Four Steps text.</p> <p>Rectangular Submit button</p>	<p>trained in trauma informed approach and is committed to making sure the transition back to the office happens as smoothly as possible. [1] Are Carol's new policies and procedures trauma informed? Please match the actions Carol has decided to take with the four steps needed to adopt a trauma informed approach by dragging the action boxes on the right, to the empty boxes below the four steps on the left.</p> <p>When you are finished, please click Submit.</p>
7a	<p>This is the Correct layer</p> <p>All text, images, and objects appear at the start of the layer's timeline.</p> <p>Learner clicks Continue button to advance to Slide 7: Share Your Ideas.</p>	<p>Text:</p> <p>You got it!</p> <p>You matched Carol's actions to the four steps to a trauma informed approach!</p> <p>Button: Continue</p>	

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
	Learner clicks previous button to return to Slide 6: What is trauma Informed Approach?	<p><i>Graphics:</i> White rectangle that covers the whole screen. Image of the same female Storyline character celebrating or smiling. Continue Button</p>	
7b	<p>This is the Try Again layer.</p> <p>All text, images, and objects appear at the start of the layer's timeline.</p> <p>Learner clicks the try again button to return to the base layer, which will reset.</p>	<p><i>Text:</i> Not quite. Try again!</p> <p>Button: Try Again</p> <p><i>Graphics:</i> White rectangle that covers the whole screen. Image of the same female Storyline character looking confused. Try Again Button</p>	
7c	<p>This is the Incorrect layer.</p> <p>All text, images, and objects appear at the start of the layer's timeline.</p> <p>Learner clicks the "review" button to open the Review layer.</p>	<p><i>Text:</i> You did not correctly match Carol's actions to the four steps of trauma informed approach.</p> <p>Please click "Review" to look over the four steps again.</p> <p>Button: Review</p> <p><i>Graphics:</i> White rectangle that covers the whole screen. Image of the same female Storyline character looking confused. Review Button</p>	
7d	<p>Review Layer</p> <p>This layer is meant as review for learners who answered incorrectly twice.</p> <p>All text, images, and objects appear at the start of the layer's timeline.</p>	<p>Four Steps: (1) Realize the widespread impact of trauma. (2) Recognize the signs and symptoms of trauma. (3) Respond by integrating knowledge about trauma into the workplace. (4) Resist re-traumatizing by actively seeking to support staff and clients.</p> <p>Carol's Actions: (1) Carol plans to attend a training on trauma in order to better understand what some of her staff might be going through.</p>	Please review the four steps to trauma informed approach and how Carol's decisions align with each one. When you are ready, please click "Next" to continue.

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
	<p>Learner clicks Continue button to advance to Slide 7: Share Your Ideas.</p> <p>Learner clicks previous button to return to Slide 6: What is trauma Informed Approach?</p>	<p>(2) Carol plans use her knowledge and experience to look for signs and symptoms of trauma in her staff.</p> <p>(3) Carol plans to make changes to her work group to make her employees feel less stress at work.</p> <p>(4) Carol plans to meet regularly one-on-one with her staff to build trust and keep an open dialog with them.</p> <p>Submit (button)</p> <p>Graphics:</p> <p>Female character standing and smiling from Storyline’s library to act as the supervisor, “Carol”</p> <p>Four rectangles of the same shade of green for Carol’s Actions text.</p> <p>Four Rectangles of the same size that have no fill and a dotted line outline that are situated next to Carol’s Actions.</p> <p>Four rectangles of the same shade of green (these will be the drag and drop objects) for the Four Steps text.</p>	

### Slide 8 : Share Your Ideas: The Four Steps to a Trauma Informed Approach

Learning objectives achieved:

- Identify examples of the six basic trauma informed practices that you can employ in your workplace.
- Brainstorm ways to build your workplace into a more trauma informed work environment.

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
8	<p>All text, images, and objects appear at the start of the slide’s timeline.</p> <p>This slide will have a text entry reflection activity. The activity will be recorded as a text entry variable and will be available for the learner to take with them at the end of the course.</p>	<p>Text:</p> <p>Title: <a href="#">Creating a Trauma Informed Approach in the Workplace</a></p> <p>Activity Box: <a href="#">Activity: Share Your Ideas</a></p> <p><a href="#">In the text box, share which of the four steps of trauma informed approach you think your organization has taken and why. In which steps do you think your organization needs improvement?</a></p> <p><a href="#">Your notes will be compiled and shared with you at the end of the course.</a></p> <p><a href="#">Type your text here.</a></p>	<p>Before we move on, let's reflect on the four steps to a trauma informed approach.</p> <p>In the text box on the left, please share which of the four steps of trauma informed approach you think your organization has taken and why. In which steps do you think your organization needs improvement?</p>

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
	Learner will use the next button to advance to Slide 9: Guiding Principles of Trauma Informed Approach.	<p>Four Steps text:</p> <p><b>Realize</b> the widespread impact of trauma and understand the potential paths to recovery.</p> <p><b>Recognize</b> the signs the symptoms of trauma in staff and clients.</p> <p><b>Respond</b> by fully integrating knowledge about trauma into policies, procedures, and practices.</p> <p><b>Resist re-traumatizing</b> by actively seeking to support staff and clients.</p> <p>Navigation Instructions: Please click “Next” to continue.</p> <p><i>Graphics:</i> Same for boxes, icons, and text as the four steps layers in slide 6. Green activity box Text entry box and records to a text entry variable</p>	<p>Your notes will be compiled and shared with you at the end of the course.</p> <p>Please note that your answer is for self reflection and will be kept confidential. No one else will be able to read your responses.</p>

### Slide 9: Guiding Principles of Trauma Informed Approach in the Workplace

Learning objectives achieved:

- Identify examples of the six basic trauma informed practices that you can employ in your workplace.
- Brainstorm ways to build your workplace into a more trauma informed work environment.

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
9	<p><i>Interactions:</i> Next button is disabled until all layers have been visited.</p> <p>Images with captions fly in as timeline starts to play. Each image with caption becomes a button that, when clicked, will take learner to a layer that shares examples of that guiding principle.</p>	<p>Text:</p> <p>Title: <a href="#">Examples of Trauma Informed Approach in the Workplace</a></p> <p>Image captions: <a href="#">Safety</a> <a href="#">Trustworthiness and transparency</a> <a href="#">Collaboration and mutuality</a> <a href="#">Cultural, historical, and gender issues</a></p> <p>Navigation instructions: <a href="#">Click on each photo to learn more.</a></p> <p><i>Graphics:</i></p>	<p>The four steps we just learned about help organizations know if they are on the right path to becoming trauma informed. In order to fully integrate a trauma informed approach into your workplace, it is also important for organizations to make sure to incorporate these guiding principles:</p>

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
	<p>For each layer, there will be three examples, followed by an activity where the learner is prompted to think of ways that they can make improvements to their own workplace. The activity will be recorded as a text input variable and will be available for the learner to take with them at the end of the course.</p> <p>Once the learner clicks all the images and opens all the layers they use the next button in the player will become enabled. User can then use the next button to advance to Slide 10: Check your Knowledge.</p>	<p>3 images, two on top, two on the bottom that completely fill the working space. Images correspond to and represent the guiding principles of trauma informed approach. Each image has a textbox at the bottom of it with the caption of each guiding principle.</p>	<p>[1] Safety [2] Trustworthiness and transparency [3]and Cultural, historical, and gender issues</p> <p>Please click on the photos to hear from each manager about how they incorporate these guiding principles into their workplace.</p>
9a	<p><i>Safety Examples layer:</i> Layer opens with the scene 2 background image and opening text displayed. Title text is not yet visible.</p> <p>[1] Fade out opening text. Fade in Slider at the bottom of the screen.</p> <p>The slider has four stops (five including the starting point). The first three stops are the three examples. The last stop, the images fade and the example text and text boxes move along motion paths to stack on the left hand side on the working space. The activity box fades in with its corresponding image.</p> <p>Title was underneath the examples photos and is now visible at the top of the page.</p>	<p><i>Text:</i> Title: <b>Examples: Safety</b> Opening text: <b>Safety is a foundational part of trauma informed approach.</b> Three examples: Stop 1. <b>Cultivate working relationships with your employees that are supportive and accepting.</b> Stop 2. <b>Create spaces that are open, well-lit, and have clear visual sight lines.</b> Stop 3. <b>Enforce strict protocols for health and safety of staff during COVID.</b> Stop 4. Activity box: <b>Activity: Share your ideas</b> <b>In the text box, share your own ideas about incorporating the Safety principle into your workplace. Your notes will be compiled and shared with you at the end of the course.</b> <b>Type your text here.</b> Navigation instructions: <b>Click the X to return to the main page.</b></p> <p><i>Graphics:</i> Copy of background image used for scene 2 Slider</p>	<p>[Harold's voice] My name is Harold and I own my own dental private practice. I know that safety is a foundational part of trauma informed approach. It is important that victims of trauma feel safe in both their personal and professional lives.</p> <p>[1] Slide the button along the track to view some ways that I emphasize both physical and emotional safety for my employees in my dental practice.</p> <p>[5] Now that you have seen some ideas for incorporating the safety principle in your workplace, please complete the following activity. In the text box to the</p>

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
	<p>The learner uses the text entry box to enter any notes and ideas they have that will then be saved via Storyline variable.</p> <p>Learner uses the X icon to return to the base layer. If the learner has visited all of the layers then the “Next” button will be enabled and they can click Next to advance to Slide 11: Check Your Knowledge.</p>	<p>Three images that each take up a third of the working space from top to bottom. Each image illustrates one of the three examples shared in the text/audio. Each image has a green text box as the bottom in a gradient shade of green.</p> <p>Activity box: a green rectangle containing Activity directions at the top and then a text entry box below.</p> <p>Image of workplace safety, possibly from a construction site, that will fit above the Activity box.</p> <p>X icon in the upper right hand corner of the slide.</p>	<p>right, please share your own ideas about incorporating the safety principle into your workplace. Your notes will be compiled and shared with you at the end of the course.</p>
9b	<p><i>Trustworthiness and Transparency examples layer:</i></p> <p>Layer opens with the scene 2 background image and opening text displayed. Title text is not yet visible.</p> <p>[1] Fade out opening text. Fade in Slider at the bottom of the screen.</p> <p>The slider has four stops (five including the starting point). The first three stops are the three examples. The last stop, the images fade and the example text and text boxes move along motion paths to stack on the left hand side on the working space. The activity box fades in with its corresponding image.</p> <p>Title was underneath the examples photos and is now visible at the top of the page.</p> <p>The learner uses the text entry box to enter any notes and ideas they have that will then be saved via Storyline variable.</p>	<p><i>Text:</i></p> <p>Title: <a href="#">Examples: Trustworthiness and Transparency</a></p> <p>Opening text: <a href="#">Trustworthiness and transparency foster a sense of self-efficacy, security, and community.</a></p> <p>Three examples:</p> <p>Stop 1: <a href="#">Prioritize routine 1-on-1 meetings with employees to provide space for dialog, active listening, and understanding.</a></p> <p>Stop 2: <a href="#">Model transparent leadership by sharing the reasoning behind decisions with staff.</a></p> <p>Stop 3: <a href="#">Maintain consistency and transparency in policies for hiring, promotions, pay grades, and discipline.</a></p> <p>Stop 4: Activity box: <a href="#">Activity: Share your ideas</a></p> <p><a href="#">In the text box, share your own ideas about incorporating the Trustworthiness and Transparency principle into your workplace. Your notes will be compiled and shared with you at the end of the course.</a></p> <p><a href="#">Type your text here.</a></p> <p>Navigation instructions: <a href="#">Click the X to return to the main page.</a></p> <p><i>Graphics:</i></p> <p>Copy of background image used for scene 2</p> <p>Three images that each take up a third of the working space from top to bottom. Each image illustrates one of the three examples</p>	<p>[Beth’s voice] Hi, I’m Beth. I’m a manager at a regional transportation company. I have included trustworthiness and transparency into my leadership practices to foster a sense of safety, belonging, and community for my employees.</p> <p>[1] Slide the button along the track to view some of the ways that I have prioritized building trustworthiness and transparency with my employees.</p> <p>Now that you have seen some ideas for incorporating this principle in your workplace, please complete the following activity. In the text box to the right, please share your own ideas about incorporating the trustworthiness and transparency principle into your workplace.</p>



Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
	<p>Learner uses the X icon to return to the base layer. If the learner has visited all of the layers then the “Next” button will be enabled and they can click Next to advance to Slide 11: Check Your Knowledge.</p>	<p>shared in the text/audio. Each image has a green text box at the top in a gradient shade of green.  Image of a boss and employee meeting that will fit above the Activity box.  Activity box: a green rectangle containing Activity directions at the top and then a text entry box below.  X icon in the upper right hand corner of the slide.</p>	<p>Your notes will be compiled and shared with you at the end of the course.</p>
9c	<p><i>Cultural, Historical, and Gender Issues examples layer:</i>  Layer opens with the scene 2 background image and opening text displayed. Title text is not yet visible.</p> <p>[1] Fade out opening text. Fade in Slider at the bottom of the screen.</p> <p>The slider has four stops (five including the starting point).  The first three stops are the three examples. The last stop, the images fade and the example text and text boxes move along motion paths to stack on the left hand side on the working space. The activity box fades in with its corresponding image.</p> <p>Title was underneath the examples photos and is now visible at the top of the page.</p> <p>The learner uses the text entry box to enter any notes and ideas they have that will then be saved via Storyline variable.</p>	<p><i>Text:</i>  Title: <a href="#">Examples: Cultural, Historical, and Gender Issues</a>  Opening text: <a href="#">Cultural, historical, and gender issues provide opportunities to stop the cycle of traumatization created by unfair bias.</a>  Three examples:  Stop 1: <a href="#">Support all staff to attend trainings on historical trauma and racial, ethnic, and cultural needs of employees and clients.</a>  Stop 2: <a href="#">Provide clearly stated values, ethics, and equity statements</a>  Stop 3: <a href="#">Strive to build a diverse workforce by creating hiring and employment policies which help to break down barriers for minority applicants.</a>  Activity box: <a href="#">Activity: Share your ideas</a>  <a href="#">In the text box, share your own ideas about incorporating the Empowerment, Voice, and Choice principle into your workplace.</a>  <a href="#">Your notes will be compiled and shared with you at the end of the course.</a>  <a href="#">Type your text here.</a>  Navigation instructions: <a href="#">Click the X to return to the main page.</a></p> <p><i>Graphics:</i>  Copy of background image used for scene 2  Three images that each take up a third of the working space from top to bottom. Each image illustrates one of the three examples shared in the text/audio. Each image has a green text box at the top in a gradient shade of green.</p>	<p>[Gianna’s Voice] Hi, I’m Gianna. I’m a program manager at a non profit. I have been actively working to address cultural, historical, and gender issues in my workplace in order to stop the cycle of historical and personal traumatization created by unfair bias and stereotypes.</p> <p>[1] Slide the button along the track to view ways that I work to address cultural, historical, and gender issues in my workplace.</p> <p>Now that you have seen some ideas for incorporating this principle in your workplace, please complete the following activity. In the text box to the right, please share your own ideas about incorporating the cultural, historical, and gender issues principle into your workplace. Your notes will be</p>



Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
	Learner uses the X icon to return to the base layer. If the learner has visited all of the layers then the “Next” button will be enabled and they can click Next to advance to Slide 11: Check Your Knowledge.	Image of a diverse workers in a meeting together that will fit above the Activity box. Activity box: a green rectangle containing Activity directions at the top and then a text entry box below. X icon in the upper right hand corner of the slide.	compiled and shared with you at the end of the course.

### Slide 10: Scenario: Guiding Principles

Learning objectives achieved:

- Brainstorm ways to build your workplace into a more trauma informed work environment.

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
10	<p>Next and previous buttons are hidden for the scenario. The learner will use buttons on the slide to navigate through the scenario.</p> <p>Slide opens with background image. Male character fades in when timeline starts.</p> <p>[1] Illustration of face fades in with white arrow pointing at the face. Face cycles through each state to show learner.</p> <p>[2] White arrow disappears. Intro text, you text, and green box fade in centered over character.</p> <p>[3] Intro text fades out and Question text fades in with green box behind it</p> <p>[4] Answer texts fade in with green boxes behind them.</p> <p>[5]Replay Icon and green box fade in with white arrow pointing at them.</p> <p>White arrow fades when timeline finishes.</p>	<p><i>Text:</i></p> <p>Intro text: <a href="#">Scenario 1</a></p> <p>You text: <a href="#">You</a> <a href="#">Manager of a small team at a tech company</a></p> <p>Question Text: <a href="#">How might you lead with trust and transparency in this situation?</a></p> <p>Correct Answer Text: <a href="#">You promptly announce the restructuring during a team meeting. You make sure that everyone knows why the new staff are joining and that everyone on the team is a valued member.</a></p> <p>Incorrect Answer Text: <a href="#">You introduce and welcome the new staff when they show up in the group’s workspace. You know that if anyone on the team has any issues or questions they reach out to you.</a></p> <p><i>Graphics:</i></p> <p>Background: Empty office space</p> <p>Character: male, young</p> <p>Illustration of face with three states: smiling, straight faced, and sad.</p>	<p>It is time to try your hand at leading your team in a trauma informed way.</p> <p>As you complete the following three scenarios, [1] you will be able to gauge your team’s stress levels through the face in the top right hand corner. Your goal is to keep your team happy and stress-free! [2]</p> <p>You are a manager of a small team at a tech company. You find out that the company will be restructuring some work groups and that there will be some new team members added to your group. You want to bring these changes to your staff in a trauma</p>

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
	<p><i>Interactions:</i> Learner clicks on the Answer text boxes to choose which answer they think is trauma informed. Incorrect Text box will advance them to slide 11. Correct text box will advance them to slide 12.</p> <p>Learner can click on Replay Icon to hear the scenario description audio play again.</p> <p>The face will change expression depending on how the learner is answering the questions. The number variable starts out at 3. If the learner clicks on an incorrect answer, it subtracts 1 from the total. If the learner clicks on a correct answer, it adds 0 to the total. Smile face will show at 3. Straight face will show at 1 and 2. Sad face will show at 0.</p>	<p>White arrow pointing at face Green box for You Text Green box for question text Two green boxes for answer texts Replay icon Green box for replay icon white arrow pointing at replay icon</p>	<p>informed way. [3] How might you lead with trust and transparency in this situation?</p> <p>[4] Please read the statements below and then click on the choice that is the most trauma informed.</p> <p>[5] If you need to hear the scenario again, Please click the Repeat button in the lower right hand corner.</p>
11	<p>Trust Incorrect</p> <p>Slide opens with background image. When timeline starts: Male character and feedback text and green box fade in Incorrect answer text moves up to the top of the screen using a motion path.</p> <p>[1] Continue button fades in.</p> <p>Learner clicks continue button to advance to Safety Question slide.</p>	<p><i>Text:</i> Incorrect Answer Text: <a href="#">You introduce and welcome the new staff when they show up in the group's workspace. You know that if anyone on the team has any issues or questions they reach out to you.</a> Feedback text: <a href="#">The way you handled this situation did not foster a sense of trust and transparency with your team.</a></p> <p>Button: <a href="#">Continue</a></p> <p><i>Graphics:</i> Background: Empty office space Character: male, young, frustrated.</p>	<p>The way you handled this situation did not foster a sense of trust and transparency with your team. While this method may work for some of your staff, the abrupt changes were not transparent and created stress for several members of your team. One member is worried that the company is trying to replace her position. Another member has a history of trauma, becomes triggered by the</p>

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
		Illustration of face with three states: smiling, straight faced, and sad. Green box for answer text Green box for feedback text Continue button	situation, and must leave early for the day.  [1] When you are ready, please click "continue."
12	Trust correct  Slide opens with background image. When timeline starts: Male character and feedback text and green box fade in Correct answer text moves up to the top of the screen using a motion path.  [1] Continue button fades in.  Learner clicks continue button to advance to Safety Question slide.	<i>Text:</i> Correct Answer Text: <i>You promptly announce the restructuring during a team meeting. You make sure that everyone knows why the new staff are joining and that everyone on the team is a valued member.</i> Feedback text: <i>Yes! The team is able to work smoothly through the transition and welcome the new team members.</i>  Button: <i>Continue</i>  <i>Graphics:</i> Background: Empty office space Character: male, young, frustrated. Illustration of face with three states: smiling, straight faced, and sad. Green box for answer text Green box for feedback text Continue button	Yes! You have led with transparency, and have built trust with your staff. You showed that you care about them and reassured them of their value to the company. The team is able to work smoothly through the transition and welcome the new team members.  [1] When you are ready, please click "continue."
13	Safety question  Slide opens with background image. Male character and intro text fade in when timeline starts.  [1] Intro text fades out. Question text fades in with green box behind it [2] Answer texts fade in with green boxes behind them. [3]Replay Icon and green box fade in	<i>Text:</i> Intro text: <i>Scenario 2</i> Question Text: <i>How might you lead with trust and transparency in this situation?</i> Correct Answer Text: <i>You discuss the changes during your 1-on-1 meetings with staff, and ask for input on how to make staff feel safe in the workspace. You then create an office plan with open, well-labeled spaces and get feedback on it at the team meeting.</i> Incorrect Answer Text: <i>You announce the need for changes during a weekly team meeting and get feedback from those who spoke</i>	As part of bringing the new team members on board, you will need to switch the office space around to better accommodate the new staff and create a better workflow. What will you do to address the group's sense of safety through this transition?

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
	<p><i>Interactions:</i> Learner clicks on the Answer text boxes to choose which answer they think is trauma informed. Incorrect Text box will advance them to slide 15. Correct text box will advance them to slide 14.</p> <p>Learner can click on Replay Icon to hear the scenario description audio play again.</p> <p>The face will change expression depending on how the learner is answering the questions. The number variable starts out at 3. If the learner clicks on an incorrect answer, it subtracts 1 from the total. If the learner clicks on a correct answer, it adds 0 to the total. Smile face will show at 3. Straight face will show at 1 and 2. Sad face will show at 0.</p>	<p><i>Text:</i> up. You get right to work creating the changes and prioritize getting the workspaces rearranged quickly to minimize disruption!</p> <p><i>Graphics:</i> Background: Empty office space Character: male, young Illustration of face with three states: smiling, straight faced, and sad. Green box for question text Two green boxes for answer texts Replay icon Green box for replay icon</p>	<p>Read the statements below and then click on the choice that is the most trauma informed.</p> <p>If you need to hear the scenario again, Please click the Repeat button in the lower right hand corner.</p>
14	<p>Safety Correct</p> <p>Slide opens with background image. When timeline starts: Male character and feedback text and green box fade in Correct answer text moves up to the top of the screen using a motion path.</p> <p>[1] Continue button fades in.</p> <p>Learner clicks continue button to advance to Culture Question slide.</p>	<p><i>Text:</i> Correct Answer Text: You discuss the changes during your 1-on-1 meetings with staff, and ask for input on how to make staff feel safe in the workspace. You then create an office plan with open, well-labeled spaces and get feedback on it at the team meeting. Feedback text: Yes! You made a well lit, open office plan with clear sight lines, all of which helped your staff feel more comfortable.</p> <p>Button: Continue</p> <p><i>Graphics:</i> Background: Empty office space Character: male, young, excited.</p>	<p>Yes! You were able to get feedback from everyone in a setting that was comfortable for them, and you double checked the final plan with staff before changes were made. In addition, you made a well lit, open office plan with clear sightlines, which helped your staff feel more comfortable.</p> <p>When you are ready, please click "continue."</p>

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
		Illustration of face with three states: smiling, straight faced, and sad. Green box for answer text Green box for feedback text Continue button	
15	Safety Incorrect  Slide opens with background image. When timeline starts: Male character and feedback text and green box fade in Correct answer text moves up to the top of the screen using a motion path.  [1] Continue button fades in.  Learner clicks continue button to advance to Culture Question slide.	<i>Text:</i> Incorrect Answer Text: <i>You announce the need for changes during a weekly team meeting and get feedback from those who spoke up. You get right to work creating the changes and prioritize getting the workspaces rearranged quickly to minimize disruption!</i> Feedback text: <i>While your intentions were good to get through the changes quickly, the quick turn around meant that your staff weren't able to give adequate input on the new design.</i>  Button: <i>Continue</i>  <i>Graphics:</i> Background: Empty office space Character: male, young, frustrated. Illustration of face with three states: smiling, straight faced, and sad. Green box for answer text Green box for feedback text Continue button	While your intentions were good to get through the changes quickly, the quick turn around meant that your staff weren't able to give adequate input on the new design. Some staff were uncomfortable with the new design. They felt that the design was cramped and made them feel trapped at their desks.  When you are ready, please click "continue."
16	Culture question  Slide opens with background image. Male character and intro text fade in when timeline starts.  [1] Intro text fades out. Question text fades in with green box behind it [2] Answer texts fade in with green boxes behind them.	<i>Text:</i> Intro text: <i>Scenario 3</i> Question Text: <i>How would you best address this situation with your team in a trauma informed way?</i> Correct Answer Text: <i>You send an email reiterating the company values on equity and inclusion and letting everyone know that they can talk to you, your manager, or HR about the situation if they would like.</i> Incorrect Answer Text: <i>You decide that bringing it up again would make too big a deal out of it so it would be best to let it go.</i>	A few weeks after the office is remodeled, one of your staff sends around a meme that depicts a woman in a stereotypical and negative way.  The company has an equity statement and policies that you use to address the situation with the staff member who sent it.

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
	<p>[3]Replay Icon and green box fade in</p> <p><i>Interactions:</i> Learner clicks on the Answer text boxes to choose which answer they think is trauma informed. Incorrect Text box will advance them to slide 15. Correct text box will advance them to slide 14.</p> <p>Learner can click on Replay Icon to hear the scenario description audio play again.</p> <p>The face will change expression depending on how the learner is answering the questions. The number variable starts out at 3. If the learner clicks on an incorrect answer, it subtracts 1 from the total. If the learner clicks on a correct answer, it adds 0 to the total. Smile face will show at 3. Straight face will show at 1 and 2. Sad face will show at 0.</p>	<p><i>Graphics:</i> Background: Empty office space Character: male, young Illustration of face with three states: smiling, straight faced, and sad. Green box for question text Two green boxes for answer texts Replay icon Green box for replay icon</p>	<p>How would you best address this situation with your team in a trauma informed way?</p> <p>Read the statements below and then click on the choice that is the most trauma informed.</p> <p>If you need to hear the scenario again, Please click the Repeat button in the lower right hand corner.</p>
17	<p>Culture Correct</p> <p>Slide opens with background image. When timeline starts: Male character and feedback text and green box fade in Correct answer text moves up to the top of the screen using a motion path.</p> <p>[1] Continue button fades in.</p> <p>Learner clicks continue button to advance to the results slide.</p>	<p><i>Text:</i> Correct Answer Text: <a href="#">You send an email reiterating the company values on equity and inclusion and letting everyone know that they can talk to you, your manager, or HR about the situation if they would like.</a> Feedback text: <a href="#">Yes! By making space for discussion, you have created a space where your staff feel supported to ask for what they need.</a></p> <p>Button: <a href="#">Continue</a></p> <p><i>Graphics:</i> Background: Empty office space</p>	<p>Yes! You have reiterated that cultural, historical, and gender issues are priorities for you and the company and that bias is not acceptable. By making space for discussion, you have created a space where your staff feel supported to ask for what they need.</p> <p>When you are ready, please click "continue."</p>

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
		Character: male, young, happy. Illustration of face with three states: smiling, straight faced, and sad. Green box for answer text Green box for feedback text Continue button	
18	Culture Incorrect  Slide opens with background image. When timeline starts: Male character and feedback text and green box fade in Correct answer text moves up to the top of the screen using a motion path.  [1] Continue button fades in.  Learner clicks continue button to advance to the results slide.	<i>Text:</i> Incorrect Answer Text: <b>You decide that bringing it up again would make too big a deal out of it so it would be best to let it go.</b> Feedback text: <b>Some of your employees who were hurt or affected by the meme’s depictions feel silenced and unappreciated, which adds to their stress.</b>  Button: <b>Continue</b>  <i>Graphics:</i> Background: Empty office space Character: male, young, frustrated. Illustration of face with three states: smiling, straight faced, and sad. Green box for answer text Green box for feedback text Continue button	Not quite. While it may seem like a good idea to just move on from the situation, this sends the message that cultural, historical, and gender issues are not appropriate topics to discuss at work. Some of your employees who were hurt or affected by the meme’s depictions feel silenced and unappreciated.  When you are ready, please click “continue.”
19	Results Correct  Correct results slide will show if the learner selects all three correct answers for the scenarios.  All text, graphics, and shapes fade in when timeline starts.	<i>Text:</i> Feedback Text: <b>You Did it!</b> <b>All the decisions you made were trauma informed! Due to your great leadership, your employees feel supported and comfortable in their work environment.</b>  Button: <b>Continue</b>  <i>Graphics:</i> Background: Empty office space Character: male, young, happy.	You Did it! All the decisions you made were trauma informed! Due to your great leadership, your employees feel supported and comfortable in their work environment.  When you are ready, please click “continue.”

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
	Learner clicks on the continue button to advance to Slide 22: Course Summary and Resources.	Illustration of face with three states: smiling, straight faced, and sad. Green box for Feedback Continue button	
20	<p>Results Mixed</p> <p>Mixed results slide will show if the learner selects some correct and some incorrect answers in the scenarios.</p> <p>All text, graphics, and shapes fade in when timeline starts.</p> <p>Learner clicks on the continue button to advance to Slide 22: Course Summary and Resources.</p> <p>Learner clicks on the retry button to go back to the beginning of the scenario and restart.</p>	<p><i>Text:</i> Feedback Text: <b>Great Job!</b> <b>You missed on one or two of your decisions, but you understand the basics of trauma informed approach. You were able to keep your employees moderately happy and stress-free.</b></p> <p>Button: <b>Continue</b> Button: <b>Retry</b></p> <p>Graphics: Background: Empty office space Character: male, young, neutral face. Illustration of face with three states: smiling, straight faced, and sad. Green box for Feedback Continue button Retry Button</p>	<p>Great Job! You missed on one or two of your decisions, but you understand the basics of trauma informed approach. You were able to keep your employees moderately happy and stress-free.</p> <p>If you would like to retry the scenarios, please click “Retry” Otherwise, please click “continue” when you are ready.</p>
21	<p>Results Incorrect</p> <p>Incorrect results slide will show if the learner selects all three incorrect answers for the scenarios.</p> <p>All text, graphics, and shapes fade in when timeline starts.</p> <p>Learner clicks on the retry button to go back to the beginning of the scenario and restart.</p>	<p><i>Text:</i> Feedback Text: <b>Not quite.</b> <b>None of the choices you made were trauma informed. Your staff is feeling stressed and unsafe in their workplace, and their productivity and quality of work is going down.</b></p> <p>Button: <b>Retry</b></p> <p>Graphics: Background: Empty office space Character: male, young, frustrated.</p>	<p>Not quite. None of the choices you made were trauma informed. Your staff feel stressed and unsafe in their workplace, and their productivity and quality of work is going down.</p> <p>Please click the “Retry” button to re-do the scenarios again.</p>



Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
		Illustration of face with three states: smiling, straight faced, and sad. Green box for Feedback Retry button	

### Scene 3: Conclusion

All slides in the scene share:

7. Background image (different than that of the other scenes): Calm image of greenery or plants
8. White transparent rectangle at that is centered over background image, leaving a 12px border on all sides
9. Color scheme for objects: gradient of 6 green colors pulled from the background image for scene

#### Slide 22: Course Summary and Resources

Learning objectives achieved:

- Brainstorm ways to build your workplace into a more trauma informed work environment.

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
22	<p>The slide opens with the title text and image of people high fiving in place.</p> <p>[1] Fade in green textbox over left-hand half of the working space for the summary text. [2] Fade in green text box that covers the right-hand half of the working space for the resources and activity texts. Fade in image of books that covers right-hand half of working space. [3] Fade in activity box below resources text in the lower right-hand corner of the working space.</p> <p>The learner uses the text entry box to enter any notes and ideas they have that will then be saved via variable and shared back at the end of the course.</p> <p>Once activity is complete, the learner uses the Next button to advance on to Slide 13: Notes from the Course.</p>	<p>Text:</p> <p>Title: <a href="#">Summary and Resources</a> Summary text: <a href="#">During this course you: Learned about the four steps to a trauma informed approach and the principles needed to create a trauma informed workplace. Explored some examples of how to implement a trauma informed workplace and shared your own ideas for your workplace. Tried your own hand at managing employees using trauma informed principles</a> Resources text: <a href="#">For more information about trauma informed approach in the workplace please explore the Resources tab in the upper right-hand corner of the screen.</a> Activity box: <a href="#">Activity: Share your ideas Please share your final thoughts on what you learned today. What most impacted you? What ideas will you take away from this course? Your thoughts will be compiled and shared with you at the end of the course. Type your text here.</a> Navigation text: <a href="#">When you are finished, click "Next" to continue.</a></p> <p>Graphics: Image of two people high-fiving Green text box that covers the left-hand half of the working space for the summary text.</p>	<p>It's time to review what you learned today. [1] During this course: You learned about the four steps to a trauma informed approach and the principles needed to create a trauma informed workplace. You Explored some examples of how to implement a trauma informed workplace and shared your own ideas for your workplace. And you tried your own hand at managing employees using trauma informed principles.</p> <p>[2] If you are interested in learning more about trauma informed approach in the workplace, please explore the articles and guides in the resources tab in the upper right-hand corner of the screen.</p> <p>[3] Now that you have learned about trauma informed approach</p>

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
		<p>Green text box that covers the right-hand half of the working space for the resources and activity texts.</p> <p>An image of a stack of books that covers the left-hand half of the working space.</p> <p>Activity box: a green rectangle containing Activity box text at the top and then a text entry box below.</p>	<p>in the workplace, please complete one last activity. In the text box below, please share your final thoughts on what you learned today. What most impacted you? What will you take away from this course? Your thoughts will be compiled and shared with you at the end of the course.</p> <p>When you are finished, please click "Next" to continue.</p>

### Slide 23: Notes from the Course

Learning objectives achieved:

- Brainstorm ways to build your workplace into a more trauma informed work environment.

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
23	<p>The slide opens with the title text and image of notepad and pen.</p> <p>[1] Fade in green rectangle at the bottom of the working space and the View Notes button.</p> <p>[2] Fade in Save to PDF button</p> <p>View Notes button opens hidden slide 14, which acts as a layer to this slide (Slide 13).</p> <p>Save to PDF button uses a javascript trigger to formulate a PDF (using HTML and Javascript library PDFmake) from the text variables taken from the text entry boxes throughout the course. When the button is clicked, the PDF</p>	<p><i>Text:</i></p> <p>Title: <a href="#">Your notes on Creating a Trauma Informed Approach in Your Workplace.</a></p> <p>Notes Directions: <a href="#">Click "View Notes" to view and make edits to the notes you took throughout the course.</a></p> <p><a href="#">Click "Save to PDF" to download your notes to your computer.</a></p> <p><a href="#">View Notes</a> (Button)</p> <p><a href="#">Save to PDF</a> (Button)</p> <p><i>Graphics:</i></p> <p>Image of a notepad and pen or a person taking notes that covers the whole working space.</p> <p>Green rectangle at the bottom of the working space that holds the notes directions text as well as the buttons.</p> <p>Two green buttons at the bottom of the working space.</p>	<p>We have compiled all your notes from the course so that you can save and take them with you as you work toward making your workplace more trauma informed. All of your notes from the course are confidential, and will not be shared with or viewed by anyone else. [1] To view and make edits to your notes, click the "View Notes" button. [2] To save your notes to your computer in PDF format, click, "Save to PDF." When you are</p>

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
	will automatically download to the learners computer.  Learner uses Next button to advance to Slide 16: Conclusion.	Web object used to import the PDF library and HTML document used to create the PDF.	finished, please click "Next" to continue.

#### Slide 24: (Hidden Slide) View Notes Layer of Slide 14

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
24	<p>Slide 15 needs to be a separate slide instead of a layer so that the text variables will save if they have been edited before the user returns to Slide 14 to save the PDF.</p> <p>Prev and Next buttons are hidden on the player on this slide.</p> <p>All text, objects, and images appear when the slide loads.</p> <p>Learner can use the scroll bar to view the all the text entry boxes. They can make any edits to the text entry variables.</p> <p>When the learner is done viewing and editing their notes, they click the X icon, which returns them to Slide 14.</p>	<p><i>Text:</i>            Title: <a href="#">Your notes on Creating a Trauma Informed Approach in Your Workplace.</a>            Directions: <a href="#">Use the scroll bar on the right to view the notes you took during the course. Click on the text boxes to make any additions or changes to your notes.</a>            Text box titles: <a href="#">Four Steps to Trauma Informed Approach Notes</a>  <a href="#">Four Steps Notes</a>  <a href="#">Safety Notes</a>  <a href="#">Trustworthiness and Transparency Notes</a>  <a href="#">Cultural, Historical, and Gender Issues Notes</a>  <a href="#">Summary Notes</a>            Navigation instructions: <a href="#">Click the X to return to the main page.</a></p> <p><i>Graphics:</i>            Image of notepad and pen that covers the whole working space (same image as slide 14).            Green transparent rectangle that covers the whole working space.            Scrolling panel that covers the working space with 8 text entry boxes in it. Each text entry box as a reference to a corresponding text entry variable from the course. These are paired with the text box titles.            X icon in top right-hand corner of slide.</p>	<p>Use the scroll bar on the right to view the notes you took during the course. Click on the text boxes to make any additions or changes to your notes. Click the X to return to the main page.</p>

**Slide 25: Conclusion**

Slide	Description of Elements/Interactions	Onscreen Text, Graphics	Audio/Voiceover
25	<p>Hide previous and next buttons.</p> <p>All text, images, and objects appear when the slide loads.</p> <p>Learner has completed the course and uses their browser's exit button to exit the course.</p>	<p><i>Text:</i>  <a href="#">Thank you!</a>            Directions: <a href="#">Please use the exit button on your browser to end the course and get credit for completion.</a></p> <p><i>Graphics:</i>            Background image for scene 3            White rectangle that acts as a text box for the directions.</p>	<p>Thank you for participating in Creating a Trauma Informed Approach in the workplace. You have finished the course and received your personalized notes and relevant resources for this course. Please use the exit button on your browser to end the course and get credit for completion.</p>