

# Design Document

**Training Title:** Studio Cleaning Procedures

<b>Business Goal and Problem</b>	The goal of this training is to boost member compliance with studio cleaning procedures by 50%. Recent lapses in compliance have led to hazardous conditions, damaged tools, workflow disruptions, and lower morale. As a result, complaints have increased, and membership has declined, causing financial strain due to lost fees and equipment repairs. By improving training, we aim to reduce damage and hazards, retain members, and stabilize membership fees.
<b>Target Audience</b>	This training is for both new and existing ClayWorks Collective members. They are primarily middle-aged pottery enthusiasts with basic pottery skills. All were informed of the studio procedures at the start of their membership but may have forgotten or need additional reinforcement.
<b>Learning Objectives</b>	<p><b>Terminal LOs:</b></p> <ul style="list-style-type: none"><li>• Demonstrate mastery of clean up procedures.</li><li>• Adhere to health and safety standards.</li><li>• Communicate expectations and consequences to other studio members.</li></ul> <p><b>Enabling LOs:</b></p> <ul style="list-style-type: none"><li>• Understand potential hazards and how to remediate them.</li><li>• Identify the consequences of noncompliance.</li></ul>
<b>Training Recommendation</b>	<p><b>Delivery Method:</b> E-learning using Articulate Storyline</p> <p><b>Approach:</b></p> <p>Scenario based learning that follows one ClayWorks Collective member who is frustrated by finding the studio a mess. She learns the proper procedures for cleaning the studio after use, how to identify and address potential hazards, and the consequences should a member not comply. There will be interactive knowledge checks throughout, as well as practice confronting other members about noncompliance. The training will end with a graded assessment.</p>
<b>Training Time</b>	15-minute e-learning
<b>Deliverables</b>	<ul style="list-style-type: none"><li>• Storyboard with script</li><li>• Storyline source file</li><li>• Published Storyline file</li><li>• Job aids</li></ul>

## Training Outline

1. Introduction to studio procedures
  - a. Navigation guide
  - b. Learning Objectives
2. Clean up tasks and procedures
  - a. 3-basin cleaning system
    - Basin 1 - screen clay
    - Basin 2 - dirty rinse
    - Basin 3 - clean rinse
  - b. Wedging table
    - Remove clay with sponge
    - Spray with disinfectant
  - c. Pottery wheel
    - Remove clay with sponge
  - d. Tools
    - Remove clay with sponge
    - Clean in basins
    - Spray with disinfectant
3. Waste disposal
  - a. Unused clay
    - Wrap in plastic
  - b. Wet clay
    - Clay scraps in water bucket
    - Dump bucket in basin 1
    - Screen clay solids for slurry
  - c. Dry clay
    - Remove with shop vac and empty canister
4. Health and safety
  - a. Potential hazards
    - Poor air quality from clay dust
    - Slipping on wet clay or floor
    - Mold growth on tools and equipment
  - b. Safety protocols
    - Use dust mask and shop vac to clean up dust
    - Mop up wet clay/puddles and display caution sign
    - Spray disinfectant on porous surfaces after being cleaned
5. Accountability
  - a. Expectations
    - Take responsibility for mistakes and work to correct them
    - Support the studio community in maintaining a clean and organized workspace
    - Assist others with following procedures as needed
  - b. Consequences of noncompliance
    - Offense 1 - warning
    - Offense 2 - cleaning fee

	<ul style="list-style-type: none"> <li>• Offense 3 - cleaning fee and membership suspension of up to 1 month</li> <li>• Offense 4 - cleaning fee and membership cancellation</li> </ul> <p>c. Communication with other members</p> <ul style="list-style-type: none"> <li>• Observe a problem</li> <li>• Address the issue promptly and respectfully.</li> <li>• Reinforce expectations.</li> <li>• Remind about consequences.</li> </ul> <p>6. Summary</p> <p>7. Graded assessment</p> <p>8. Conclusion</p>
<b>Assessment Plan</b>	<p><b>Level 2 Assessment:</b></p> <ul style="list-style-type: none"> <li>• There will be ungraded knowledge checks after chunks of content to evaluate understanding of the material.</li> <li>• Learners will take a graded 5-question quiz at the end of the module. The quiz will be scenario-based and use various interactions to maintain engagement. Learners will be able to repeat the quiz until they receive a passing score of 80% to complete the training.</li> </ul> <p><b>Level 3 Assessment:</b> 3 months after training</p> <ul style="list-style-type: none"> <li>• The studio manager will observe overall member compliance with clean up procedures and safety protocols.</li> <li>• Membership rates pre and post training will be analyzed to assess if retention has increased.</li> <li>• All consequences issues will be tracked over the 3 month period. Repeat offenders will have their membership suspended or canceled.</li> <li>• Studio members will be surveyed about their post training studio experience to assess if conditions have improved.</li> </ul>