

# Best Strategies to Ensure a Safe Workday Design Document

<i>Business Purpose</i>	<p>Workplace victimization has steadily risen in the last 20 years. This is due to more careers shifting to a mobile environment and the incidence of crimes steadily rising. A report by the Bureau of Justice Statistics Special Report reported that transportation workers, including field-based employees, were robbed at a higher rate than any other occupational field reported.</p> <p>The purpose of this e-learning course is to ensure that the field-based employees of BEST Pharmaceuticals are safe while performing their day-to-day work tasks. BEST Pharmaceuticals strives to keep their field-based employees safe. The CEO reminds all employees to “Work safely today. Remember, somebody expects you home tonight.”</p>
<i>Target Audience</i>	All field-based employees of BEST Pharmaceuticals
<i>Training Time</i>	25 minutes
<i>Training Recommendation</i>	<ul style="list-style-type: none"> <li>• 1 e-learning course rather than instructor led training, to allow the field-based employee to access the course throughout the workday as needed to complete the training.</li> <li>• Course would have a Rise 360: A “Preparation for workday scenario” (1<sup>st</sup> person) is getting ready to leave for work but is unprepared.</li> <li>• A female avatar will be presented as a field-based employee that requires the assistance of the learner to complete the workday.</li> <li>• After initial scenario and set up with avatar, other scenarios follow that ensure the safety of the field-based employee, such as maintaining a company vehicle, ensuring a safe environment in the field, securing valuables, and protecting the learner’s overall health with proper sleep, eating a balanced diet, a buddy system, and a PPE review.</li> <li>• A review after each topic.</li> <li>• A non-graded knowledge check will be presented after each learning interaction to reinforce learning.</li> <li>• The avatar will be learning with the learner throughout the course</li> <li>• Final Assessment</li> </ul>
<i>Deliverables</i>	<ul style="list-style-type: none"> <li>• 1 e-learning Course             <ul style="list-style-type: none"> <li>○ Developed in Rise 360</li> <li>○ Includes 5 interactions to guide the learner through a safe and successful workday with BEST Pharmaceuticals</li> <li>○ Includes a female avatar, business dress</li> <li>○ Final assessment</li> </ul> </li> </ul>

# Best Strategies to Ensure a Safe Workday Design Document

---

<p><i>Learning Objectives</i></p>	<ul style="list-style-type: none"> <li>• Identify the best strategies to prepare for your day in the field.</li> <li>• Recognize three critical strategies to ensure you are safe in your car.</li> <li>• Review proper ways to secure valuables during a day in the field.</li> <li>• List smart ways to take the time to protect yourself while working in the field.</li> </ul>
<p><i>Training Outline</i></p>	<ul style="list-style-type: none"> <li>• <b>Introduction</b> <ul style="list-style-type: none"> <li>○ Welcome-BEST Pharmaceuticals mission and message from CEO to reinforce company's desire to ensure field-based employees are safe.</li> <li>○ BEST Pharmaceuticals acronym that relates to objectives of course delivered to learner.</li> <li>○ Objectives are delivered to the learner following company's acronym for BEST Pharmaceuticals in the field.</li> </ul> </li> <li>• Topic: Begin Your Workday Prepared           <ul style="list-style-type: none"> <li>○ Planning For Your Workday scenario set-up</li> <li>○ Avatar getting ready to leave for work               <ul style="list-style-type: none"> <li>▪ Needs assistance from learner-reinforce learner knowledge</li> <li>▪ Interaction in which learner reviews how to maintain a serviced vehicle</li> <li>▪ Interaction in which learner navigates through road law and postings</li> </ul> </li> </ul> </li> <li>• Topic: Ensure a Safe Environment           <ul style="list-style-type: none"> <li>○ The Mobile Office: Text is concise but puts emphasis on working from company vehicle and being aware being safe.</li> <li>○ Interaction in which learner uncovers 3 critical ways to maintain safety in company vehicle.</li> <li>○ Closing text after interaction with workplace violence/crimes statistics.</li> </ul> </li> <li>• Topic: Securing Valuables           <ul style="list-style-type: none"> <li>○ Introductory text-concise but relates to the pharmaceutical field-based employees' workday in the field.</li> <li>○ Avatar Scenario-involves learner in assisting avatar during a workday choice.</li> <li>○ Text for learner-BEST Pharmaceuticals core company value with a national partner.</li> </ul> </li> <li>• Topic: Take the Time to Protect Yourself           <ul style="list-style-type: none"> <li>○ Learner introduced to images of not protecting oneself, putting field-based employee at risk of an accident</li> <li>○ Questions to ask learner to set up interaction for this topic</li> <li>○ Interaction that reinforces smart ways to protect your well-being</li> </ul> </li> </ul>

# Best Strategies to Ensure a Safe Workday Design Document

---

<i>Assessment Plan</i>	<ul style="list-style-type: none"><li>• 5 questions will be presented per objective (2 questions for 1 objective) with multiple choice and multiple response for multi-list objective.</li><li>• 80% passing on e-learning module assessment.</li><li>• Learner will have unlimited attempts to pass the course.</li><li>• Questions will be created during alpha development (after design document approved).</li></ul>
------------------------	---