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Workplace Safety & Security

<i>Business Purpose</i>	<ul style="list-style-type: none">• Company X is one of the largest banks in Nashville, Tennessee.• By law, OSHA requires banks to have an appropriate workplace safety and security system in place. This is important to prevent employees and staff from injury, theft, and damage in the workplace.• All on-site employees and staff must be provided with a workplace safety and security training. Every employee and staff must receive a workplace safety and security refresher training annually.• Company X previous methods of workplace safety and security training was in-person; therefore, it was not effective due to all employees and staff's work schedule, time-off, or personal emergencies, etc.• The purpose of this training will provide all on-site employees and staff members awareness of Company X organizational safety and security procedures.• This e-Learning course will allow Company X to meet its goal of 100% compliance easier.• The e-Learning training will result in the following outcomes for the learner:<ul style="list-style-type: none">○ To know how to respond in an escalating situation○ How to report the steps of an active shooter to the proper response team• Also, it will help Company X to save money in the budget, the convenience of the learner to learn on their own availability, and the ability to use scenarios in this course.
<i>Target Audience</i>	The target audience for this training includes all employees and staff working on site at Company X.
<i>Training Time</i>	The training time is approximately 30-minutes, delivered in one session.
<i>Training Recommendation</i>	<p>The recommended delivery method for this training is one interactive, scenario-based e-learning course created in Articulate Storyline 360. This recommendation is based on the following consideration:</p> <ul style="list-style-type: none">• The target audience is distributed workforce across Nashville, Tennessee.• An e-learning course ensures consistency and eliminates the need for training instructors.
<i>Deliverables</i>	<p>1 Storyboard:</p> <ul style="list-style-type: none">• Visual or display directions per slide• On screen text per slide• Narration or voiceover script per slide• Animation or interaction directions per slide

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	<p>1 e-Learning course:</p> <ul style="list-style-type: none">• Developed in Articulate Storyline 360• Includes voice-narration Well-Said Labs• Includes a virtual human avatar• 2 Scenarios• 3 Knowledge Checks• Final Graded Assessment
<i>Learning Objectives</i>	<p>By the end of the training, the learners will be able to:</p> <ul style="list-style-type: none">• Identify how to respond to an escalating situation.• Classify 4 types of verbal signs and physical signs in an escalating situation.• Recognize how to respond to an active shooter situation.
<i>Training Outline</i>	<p>Introduction</p> <ul style="list-style-type: none">• Welcome• Navigation• Course Objectives<ul style="list-style-type: none">○ Learning Objectives○ Course Topics and Description <p>Topic 1: Workplace Violence</p> <ul style="list-style-type: none">• Defining workplace violence• Workplace violence situations• Knowledge Check #1• List Verbal Signs• List Physical Signs• Knowledge Check #2 <p>Topic 2: Active Shooter</p> <ul style="list-style-type: none">• Define active shooter• Active Shooter Situations• Knowledge Check #3• Active Shooter Scenarios<ul style="list-style-type: none">○ Active Shooter Scenario #1: Provide the steps of reporting an Active Shooter in the workplace.○ Active Shooter Scenario #2: Provide the steps to follow in the workplace when law enforcement has arrived after an active shooter has been issued. <p>Summary</p> <p>Assessments</p>

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	Conclusion
<i>Assessment Plan</i>	<p>Passing score of 80% on e-Learning module assessment questions:</p> <ul style="list-style-type: none">• 5 multiple choice questions: 2 are based on how to respond in an escalating situation; 1 is based on classifying 4 types of verbal and physical signs; 2 are based on recognizing how to respond to an active shooter• 2 attempts to retry for a passing score