

6 Strategies to Promote Relaxation Design Document

<p><i>Business Purpose</i></p>	<p>Employees at HighDemands LLC, are given fast deadlines and need to multitask on a daily basis to meet employer’s expectations. After a recent employee survey, 74% of the employees stated they had high stress and needed better coping skills. HighDemands LLC has decided to respond to employee suggestions by creating a training to support employee’s needs on reducing stress in the workplace.</p> <p>The purpose of this course is to provide Employees with 6 relaxation techniques that can be used in a variety of settings to reduce stress and increase productivity. Employees will be able to identify strategies and implement in all work situations. Employee morale and the ability to meet weekly deadlines will increase after this training.</p>
<p><i>Target Audience</i></p>	<p>The primary target audience is all employees within the company. New Employees will use this training as part of their onboarding. All employees and new hires who have been employed for the last 6 months.</p>
<p><i>Training Time</i></p>	<p>25 minutes</p>
<p><i>Training Recommendation</i></p>	<ul style="list-style-type: none"> • 1 eLearning course <p>Employees have different schedules and work at different times of day, by using an eLearning course all employees can be trained in a reasonable amount of time. By providing high interest scenarios, employees will be able to identify how to use in workplace situations.</p> <ul style="list-style-type: none"> • Course would have a storyline 360: “Six strategies for promoting Relaxation and reducing stress”. • This course will have 6 scenarios for implementing relaxation techniques at work. • This course will demonstrate how the employee can use each strategy in a workplace situation. • The course will have a variety of interactions and practice activities. • The avatars would also provide tips and assistance throughout • Knowledge check and final evaluation
<p><i>Deliverables</i></p>	<ul style="list-style-type: none"> • 1 eLearning course • Developed in Articulate Storyline 360 • Includes voice-over narration • Includes 6 mini scenarios to relaxat • 1 storyboard outlining the “6 strategies to Promote Relaxation” training course • 1 6 strategies to Relax PDF job aid.

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	<ul style="list-style-type: none"> • 6 application screencast videos, developed in Camtasia (no narration) <ul style="list-style-type: none"> ○ Breathing Exercises, ○ Visualization ○ Progressive Muscle Relaxation ○ Mind Body Exercises ○ Nature ○ Meditation • Includes 2 avatars • Knowledge check and final evaluation
<i>Learning Objectives</i>	<p>By the end of the training, the learner will be able to....</p> <ul style="list-style-type: none"> ○ Identify 6 relaxation strategies ○ Apply relaxation strategies in work scenarios ○ Describe the steps in each relaxation strategy
<i>Training Outline</i>	<ul style="list-style-type: none"> • Introduction • Welcome • Navigation • Learning Objectives • Workplace Scenario <ul style="list-style-type: none"> ○ 2 avatars will discuss stress in the workplace. ○ 6 Strategies to promote Relaxation and use the strategies in everyday workplace scenarios. • Topic 1: 6 Strategies to Relax preview <ul style="list-style-type: none"> 1). Breathing Exercise <ul style="list-style-type: none"> ○ Slowing down the breath and deepening the breath. This calms the body and produces relaxation. It brings fresh air to the lungs and slows the heartbeat. ○ 4, 7, 8 breathing exercises. ○ Get comfortable. ○ Take a deep breath for 4 seconds ○ Hold the breath for 7 seconds ○ Slowly let the breath out for 8 seconds. 2). Visualization <ul style="list-style-type: none"> ○ Close your eyes ○ Imagine a calm and peaceful setting ○ Imagine yourself in this setting with all 5 of your senses ○ Say a prayer, chant, or positive statement ○ This gives the user a visual and cognitive break from the current situation and a chance to regroup mentally. 3). Progressive Muscle

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	<ul style="list-style-type: none">○ Lay down○ Start at your toes (lowest muscles)○ Tense and relax toes, then move to calves, knees, ect○ Move upward towards your head○ Progressive muscle relaxation gives a muscular stimulation and then relaxation to each muscle group. Producing a feeling of calm. <p>4). Mind Body</p> <ul style="list-style-type: none">○ Mind body exercises are activities that will focus on posture, movement, breathing and mindfulness.○ Yoga, Tai chi, Qi Gong○ Mind and body activities link the mind and the physical body. <p>5). Nature</p> <ul style="list-style-type: none">○ Being in nature helps boost our feelings of well being○ Make a habit to get outside○ Being in a different environment with 5 sense stimulation can provide a mental break from stress. <p>6.) Mindfulness Meditation</p> <ul style="list-style-type: none">○ Bring your focus to the moment○ Close your eyes. Breathe. Be present during an activity.○ No distractions○ Concentrating intently on only one item gives the brain a break from too much stimuli. <ul style="list-style-type: none">● Practice Activity<ul style="list-style-type: none">○ The learner will practice matching the relaxation strategies with everyday examples. <ul style="list-style-type: none">● Review● Knowledge Check● Summary● Into to Quiz● Assessment● Congratulations
<i>Assessment Plan</i>	<p>Employee will need to score 80% or higher on a graded quiz to pass the eLearning module assessment (of 5 multiple choice questions). The learner will have 2 attempts.</p> <p>The assessment questions will be specific to the learning objectives.</p> <p>Employee will practice a knowledge check and practice activities.</p>

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	Pre/post-training surveys of employee rating their abilities to implement the 6 relaxation strategies during work situations.
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