Subject	Topics to Include
Business Purpose	Decrease employees' turnover rate by 25% over the next year as employees utilize resources that encourage collaboration between peers and managers.
Target Audience	Current employees with 1-3 years of experience
Training Time	20 min
Training Recommendation	**Asynchronous e-Learning course** • The employee will be able to complete the training on their own or a company computer at any time. This will benefit the company to maintain more people on the floor during work hours and complete the task when they will have free time. • Course will have a storyline: "One day at the office" where the learner would have to make choices using the real-life scenarios throughout the course. • The eLearning module will have an Avatar, from who they can seek help at any point before answering questions. • Avatar also will provide additional theories and helpful information to build upon the learner's knowledge. • The learner will be rewarded gamified style points each time he or she answers the question correctly. • At the end of the course, the learner will have the choice to retake questions or continue, based on the number of correct answers.
Deliverables	**e-Learning course** o Developed in Articulate Storyline o Includes voice-over narration o Includes five real-life based scenarios o Includes a virtual human Avatar o Includes Storyboard
Learning Objectives	**At the end of this course, the learner will be able to:** • Distinguish between a positive and negative work environment • Apply healthy work habits in a professional setting • Explain the importance of attitudes and values that help become more productive • Decrease personal social media and cell phone use

Subject	Topics to Include
Training Outline	- Welcome - Navigation - Objectives - Scenario introduction - Explain to the learner the setup of the scenario and the gamification components. ***Job Site Scenarios:*** All scenarios will follow the same format: - Introduction of the workplace situation/problem. - Question with possible solutions. - The learner can click the Avatar to seek the answer. - The Learner will have two chances to answer question. - If the learner answers correctly, he or she gets the point. - Each time the learner answers, he or she will be provided with detailed feedback that provides some additional information related to the topic. - When the question is answered, the learner would then continue to the next scenario. - Punctual and Professional - Scenario introduction with the main character being late. 4 Tips for being punctual: - Tip 1 - Tip 2 - Tip 3 - Tip 4 - Knowledge check – Avatar/Help button provides with additional theory. - Respect and Achieve Deadlines - Scenario begins with the main character needing to prioritize the tasks. - Drag and Drop question for prioritization. Avatar /Help button provides with additional theory. - Tips for how to be organized and achieve deadlines. - Time Management - Scenario with the main character talking on the phone.

Subject	Topics to Include
	- o Drag and Drop question will have the cell phone with text message from a friend and possible answers. - o Tips to develop better work habits and how to manage time. - Take Criticism Well - o Scene will show two characters (Avatar and Audit Assistant) discussing. - o Question: the learner has to choose the best answer. - o Help Image with Avatar on the question slide. - Communicate Effectively - o Scene will show two characters (Avatar and Audit Assistant) discussing. - o Question: the learner has to choose the best answer. - o Help Image with Avatar on the question slide. - o 4 Tips to be an active listener. - Result Slide where the learner will be prompt to the next slide if he or she answers all questions correctly, will be prompt to retake questions, if he or she answers between 0-3 questions correctly, and will have the choice to retake questions or continue if answers 4 questions correctly. - Summary of course objectives. - Thank you!
Evaluation Plan	5 graded scenarios throughout the module. - Learner will have two attempts to answer each question. - Learner must score 80% or answer 4 questions correct to continue - Questions will be created during the eLearning development after the storyboard and script have been fully approved.