Positive Workplace Habits – Storyboard (Draft 1) for Review

Course Introduction: 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 provide the learners with 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.

The purpose of this course is to decrease employees' turnover rate by 25% over the next year as employees utilize resources that encourage collaboration between peers and managers.
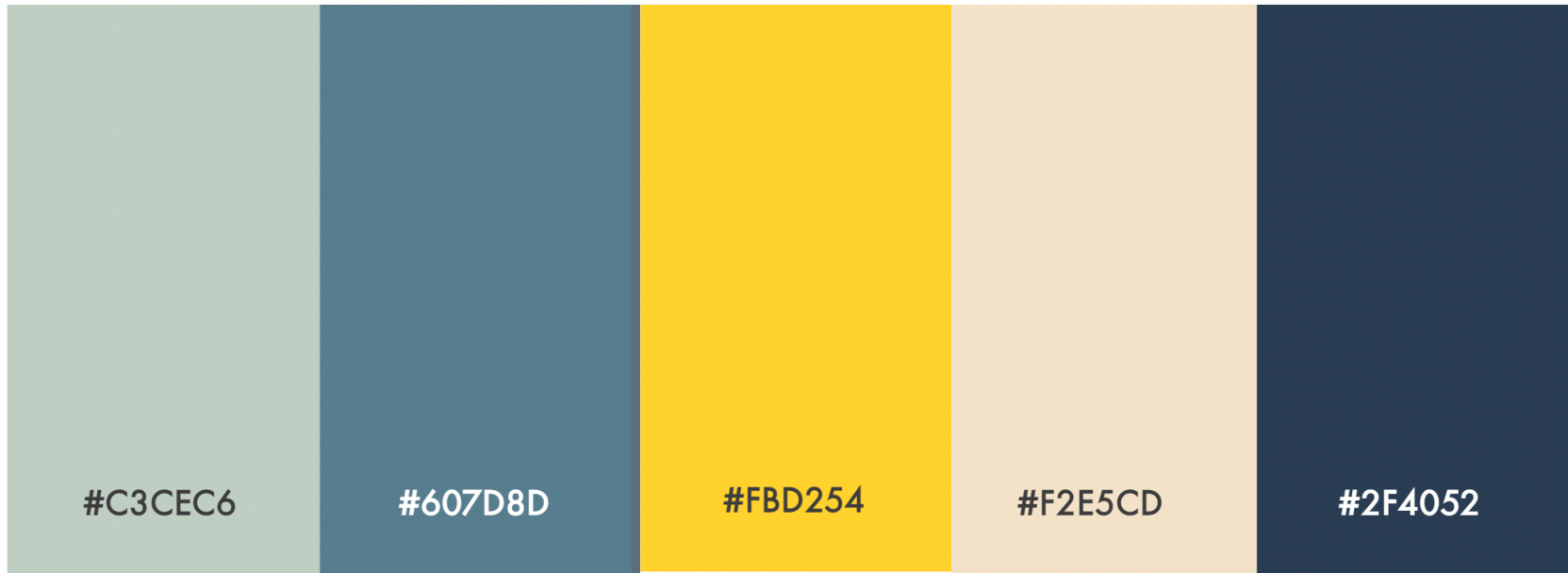
Target Audience: Current employees with 1-3 years of experience.

Course Objectives:

- 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

Course Master Slide: The course has Master Slide with custom Previous and Next buttons, and Master Question Slide with 5 money stacks reward. Stacks have to change state once the learner answers questions correctly and progresses through the course.
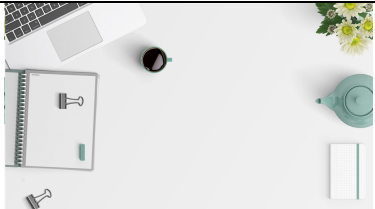
Course Color Pallet:

#C3CEC6	#607D8D	#FBD254	#F2E5CD	#2F4052

Master Slide: Blank

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
N/A	N/A	Custom Navigation: Previous and Next buttons.	Previous Button takes the learner to the prev. slide.	

			Next Button takes the learner to the next slide.	

Master Slide: Question

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
N/A	N/A	Custom Navigation: Previous and Next buttons. 5 money stacks Add trigger: If the learner answers question correctly, change the state of money stack to green. Do it for each question that is answered correctly.	Previous Button takes the learner to the prev. slide. Next Button takes the learner to the next slide.	

Slide Title: 1.1 Welcome 1/23

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
Welcome to the Positive Workplace Habits eLearning course.	**(Timed with audio)**	Image with office table or similar	**(Timed with audio)**	

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
Before we begin, if you'd like information on how to navigate the course, please select the Navigation button.

Ready to learn how to develop positive workplace habits, let's get started by clicking Start button. | Positive Workplace Habits

Start (button)

Navigation (button) | | The Title (Positive Workplace Habits) unrolls from the top using Wipe from top animation.

Start button takes the learner to the Slide 1.3 Introduction. It is animated Fade in

Navigation button takes the leaner to the Slide 1.2 Navigation. It is animated Fade in | |

Slide Title: 1.2 Navigation
2/23

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
This course is designed for personal computers and laptops.

To move backward and forward in the course, simply select the | | Screenshot of the slide with navigation.

(Timed with audio)
On top of the screenshot arrows indicating each navigation for Previous, | Use animation to reveal each arrow. | |

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
previous and next buttons. Need to pause the course? Select the play/pause button. Want to see something again? Use the Seek Bar and the refresh button. Want to adjust the volume? Select the Volume button. Want to navigate to a different section in the course? Select the menu button. So, let's get started. Select the next button to continue.		Next, Play/Pause, Refresh, Seek Bar, Volume, and Menu buttons.		

Slide Title: 1.3 Introduction
3/23

You have been working as an Audit Assistant at the Dream Team company for about one year. Today is your regular workday. While working, your friends are sending you text messages, you are checking your Instagram account and planning coffee runs every hour.	You have been working as an Audit Assistant at the Dream Team company for about one year. Today is your regular workday. While working, your friends are sending you text messages, you are checking your Instagram account and planning coffee runs every hour.	Background picture of the office Example: Main character on the left, standing in the office in full length (Busines casual) Shape with the text displayed on the right side.	Animated Main Character (fly in from left) Animated textbox (fly in from right) The Slide is auto advanced.	

Slide Title: 1.4 Task 4/23

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
It's up to you to complete the daily projects, manage your time efficiently, and rebuild relationships with coworkers and your boss.	It's up to you to complete the daily projects, manage your time efficiently, and rebuild relationships with coworkers and your boss.	The same background picture of the office. The same main Character on the left, thinking and standing in full length.	Animated main Character (fly in from left) Animated textbox (fly in from right)	

		Shape with the text displayed on the right side.	The Slide is auto advanced.	

Slide Title: 1.5 Reward
5/23

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
As you go through the experience and make good decisions to rebuild the confidence from your boss and peers, you will get the bonus money as a reward for each correct answer.	As you go through the experience and make good decisions to rebuild the confidence from your boss and peers, you will get the bonus money as a reward for each correct answer.	The same background picture of the office. The same main Character on the left, happy and standing in full length. Shape with the text displayed on the right side. 5 green money stacks on the bottom right of the slide.	Animated main Character (fly in from left) Animated textbox (fly in from right) Animated money stack (fade in) The Slide is auto advanced.	

Slide Title: 1.6 Course Objectives
6/23

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
Base Layer				
Hi, I'm Laura, your supervisor. I have been working at the Dream Team for almost 10	DISTINGUISH between a positive and negative work environment;	Background picture of the office.	**(Timed with audio)**	

years. I'm here to help you get the information you need and guide you through your day at the office. At the end of this course, you 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. Now, click next to continue.	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.	Avatar on the left in full length. When the objectives' introduction audio begins "At the end of this course…", the Avatar rolls into the circle that has only its face. Caption for the Avatar in circle appears: "Click on Image for Help." **(Timed with audio):** Objectives appear one at a time using Wipe from left animation.	Avatar appears using Fly in from left and rolls in using Wipe from bottom animations. Objectives appear using Wipe from left animation.	
Layer: Help				
The boss is happy with my team managing	The boss is happy with my team managing	When the learner clicks on the Avatar in circle,	Speech bubble appears using	

| skills, and I know what it takes to be successful at work. If you need help, feel free to ask! | skills, and I know what it takes to be successful at work. If you need help, feel free to ask! | the Help layer reveals with the speech bubble on the right and Avatar in circle on the left. When the learner clicks again the Avatar in circle, he or she comes back to the base layer.

To exit this layer, the learner clicks on the Avatar in circle. He or she will be prompted to do so once they hover over the icon. The caption will say "Click on Image to Exit". | Wipe from left animation.

Avatar Image has a Hotspot. When the learner hovers over it, he or she prompted to exit the layer: "Click on Image to Exit". | |

Slide Title: Scenario 1
7/23

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
You are running late to the office because you were stuck in traffic for 20 minutes. Although being on time is a no-brainer, you know that nothing drives the boss crazier than being constantly late for the job.	You are running late to the office because you were stuck in traffic for 20 minutes. Although being on time is a no-brainer, you know that nothing drives the boss crazier than being constantly late for the job.	Background picture of the office (could be different setting). Main Character on the right standing in full length and looking at his watch. Change the state of the main Character	Animated main Character (Fly in from right) Animated shape (Fly in from left) Main Character state change is timed with audio.	

| | | realizing that he is being late to work.

Shape with the text is displayed on the left side. | The Slide is auto advanced. | |

Slide Title: Question 1
8/23

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
Base Layer (Multiple-Choice Question)				
You come to the office, take a deep breath, and collect your thoughts. What should you do next? Select the answer and click Submit.	You come to the office, take a deep breath, and collect your thoughts. What should you do next? 1. Let your boss know about the lateness, explain the reason, and apologize. 2. Go to your desk and check your friends' Instagram account. 3. Tell your boss that you were saving the neighbor's kitten from the tree.	Text boxes with the question and answers. Avatar-Help Image on the right top corner in the circle, the same as on the Objective Slide. The learner can click on it, and it will reveal the Help layer. **[Button]** Submit.	Avatar-Help image has the Hover state with "Click on Image for Help" caption. It takes the learner to the Help layer. **[Button]** Submit is animated (Fade In) and reveals the Correct, Try Again, or Incorrect layer.	

	4. When you arrive at work, greet everyone, and act as nothing happened. **[Button]** Submit			
Layer: Try Again				
Try again! Lying to your boss, not acknowledging your mistakes, and wasting time on social media never is a 'perfect' recipe to make a good impression at work. What would be the better way to handle this situation?	Try again! Lying to your boss, not acknowledging your mistakes, and wasting time on social media never is a 'perfect' recipe to make a good impression at work. What would be the better way to handle this situation? **[Button]** Try Again	Shape with the text. on the top right corner of the shape. **[Button]** Try Again. Avatar-Help Image on the right top corner in the circle, the same as on the Objective Slide. The learner can click on it, and it will reveal the Help layer.	Avatar-Help image has the Hover state with "Click on Image for Help" caption. It takes the learner to the Help layer. **[Button]** Try Again is animated (Fade In) and takes back to the question.	
Layer: Correct				
That's correct! If you don't want to be in the bad books, always let your boss know about arriving late. Better yet, consider arriving 10	That's correct! If you don't want to be in the bad books, always let your boss know about arriving late. Better yet, consider arriving 10	Shape with the text. on the top right corner of the shape.	**[Button]** Continue is animated (Fade In) and takes the learner to the next slide.	

minutes earlier. This will help you map out your day and be ready when the official hours start. Now, click Continue.	minutes earlier. This will help you map out your day and be ready when the official hours start. **[Button]** Continue	**[Button]** Continue.	Add number variable to add 1 to count money stacks in the Result Slide.	
Layer: Incorrect				
That's incorrect! Punctuality and commitment to your work speak volumes about your professionalism. So, if you are running late, let your boss know about the lateness, explain the reason, and apologize. Now, click Continue.	That's incorrect! Punctuality and commitment to your work speak volumes about your professionalism. So, if you are running late, let your boss know about the lateness, explain the reason, and apologize. **[Button]** Continue	Shape with the text. on the top right corner of the shape. **[Button]** Continue. Avatar-Help Image on the right top corner in the circle, the same as on the Objective Slide. The learner can click on it, and it will reveal the Help layer.	Avatar-Help image has the Hover state with "Click on Image for Help" caption. It takes the learner to the Help layer. **[Button]** Continue is animated (Fade In) and takes the learner to the next slide.	
Layer: Help				
It is always the best practice to let your boss know about any emergency and lateness that occur. Overall life happens, and no one is	It is always the best practice to let your boss know about any emergency and lateness that occur. Overall life happens,	Shape-Callout with the text. **[Button]** X on the left top corner of the Callout.	Avatar-Help image has the Hover state with "Click on Image for Help" caption. It brings the	

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
safe from accidents. However, consider being punctual and come 10 minutes earlier. This will help you map out your day and be ready when the official hours start.	and no one is safe from accidents. However, consider being punctual and come 10 minutes earlier. This will help you map out your day and be ready when the official hours start.	Avatar-Help Image on the right top corner in the circle, the same as on the Objective Slide. The learner can click on it, and it brings the learner back to the question on the base layer.	learner back to the question on the base layer. Animated Callout is animated (Wipe from right). **[Button]** X is animated (Fade In) and hides Help Layer.	

Slide Title: Tips for Being Punctual
9/23

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
Make a habit of being punctual can help to succeed in your career. You could: 1. Create a schedule for yourself. Track how much time it usually takes you to complete specific tasks. Use this information to create a schedule that leaves you with ample time to meet deadlines.	Tips for Being Punctual: 1. Create a schedule for yourself. 2. Plan your day the night before. 3. Set up reminders for meetings. 4. Give yourself a time cushion.	Shape with text on top as a heading. Blackboard image on the background. On the Blackboard 4 bullet points, each has an icon related to the text.	**(Timed with audio)** Shape/Heading is animated (Wipe from left). Each bullet is animated (Wipe from left 1.5c) to reach the writing on the blackboard effect and timed with audio.	

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
2. Plan your day the night before. Set up anything you can to make the next day easier, such as leaving out the files you'll need for a meeting or choosing what you will wear the next day.

3. Set regular reminders well in advance. For example, you could set an alarm for 10 minutes before you have the meeting, or you need to leave your house to be at work on time as a warning to leave soon.

4. Give yourself a time cushion to deal with unexpected events. | | | Each Icon is animated (Fade In) and timed with audio. | |

Slide Title: Scenario 2
10/23

You are working on the project that your manager needs at the end of the week. A coworker asks you to read over a presentation they are using later this afternoon. You received a notification from LinkedIn from an old colleague who wants to connect.	You are working on the project that your manager needs at the end of the week. A coworker asks you to read over a presentation they are using later this afternoon. You received a notification from LinkedIn from an old colleague who wants to connect.	Background picture of the office (could be different setting). Shape with the text is displayed on the left side.	Shape is animated (Fly in from left). The Slide is auto advanced.	

Slide Title: Question 2 11/23				
Audio / Voiceover	**On-Screen Text**	**On-screen Graphic**	**Interactions**	**Notes/Comments**
Base Layer (Drag and Drop Question)				
How would you prioritize? Drag the correct choice to the list and click Submit.	How would you prioritize? Drag the correct choice to the list and click Submit. **(Answers in order):** 1. Give a feedback on a presentation. 2. Work on project. 3. Take a coffee break.	Text boxes with the question and 4 choices to put in order. Notepad image with numbers 1 through 4 to drag the options on the left. 4 Options are on the right. Avatar-Help Image on the right top corner in the	Avatar-Help image has the Hover state with "Click on Image for Help" caption. It takes the learner to the Help layer. **[Button]** Submit is animated (Fade In) and	

	4. Answer the message from LinkedIn **[Button]** Submit	circle, the same as on the Objective Slide. The learner can click on it, and it will reveal the Help layer. **[Button]** Submit.	reveals the Correct, Try Again, or Incorrect layer.	
Layer: Correct				
That's correct! First, give feedback on a presentation. Then, continue to work on your project. Answer the message from LinkedIn after work. Now, click Continue.	That's correct! First, give feedback on a presentation. Then, continue to work on your project. Answer the message from LinkedIn after work. **[Button]** Continue	Shape with the text. on the top right corner of the shape. **[Button]** Continue.	**[Button]** Continue is animated (Fade In) and takes the learner to the next slide. Add number variable to add 1 to count money stacks in the Result Slide.	
Layer: Incorrect				
That's incorrect! As long as it doesn't interfere with your project deadline, helping your fellow co-worker would show that you are knowledgeable and reliable partner.	That's incorrect! As long as it doesn't interfere with your project deadline, helping your fellow co-worker would show that you are knowledgeable and reliable partner.	Shape with the text. on the top right corner of the shape. **[Button]** Continue.	Avatar-Help image has the Hover state with "Click on Image for Help" caption. It takes the learner to the Help layer.	

Using your cell phone and checking social media should be the last on your list. Now, click Continue.	Using your cell phone and checking social media should be the last on your list. **[Button]** Continue	Avatar-Help Image on the right top corner in the circle, the same as on the Objective Slide. The learner can click on it, and it will reveal the Help layer.	**[Button]** Continue is animated (Fade In) and takes the learner to the next slide.	
Layer: Try Again				
Try again! As long as it doesn't interfere with your deadlines, helping your fellow co-worker should be the first on your list. Also, sticking to deadlines is a positive habit and trademark of successful people. Completing work on time shows that you're accountable and can nail tasks efficiently.	Try again! As long as it doesn't interfere with your deadlines, helping your fellow co-worker should be the first on your list. Also, sticking to deadlines is a positive habit and trademark of successful people. Completing work on time shows that you're accountable and can nail tasks efficiently. **[Button]** Try Again	Shape with the text. on the top right corner of the shape. **[Button]** Try Again. Avatar-Help Image on the right top corner in the circle, the same as on the Objective Slide. The learner can click on it, and it will reveal the Help layer.	Avatar-Help image has the Hover state with "Click on Image for Help" caption. It takes the learner to the Help layer. **[Button]** Try Again is animated (Fade In) and takes back to the question.	
Layer: Help				
Help your fellow co-worker first, then continue to work on your project. Put your cell	Help your fellow co-worker first, then continue to work on your project. Put your	Shape-Callout with the text.	Avatar-Help image has the Hover state with "Click on Image	

| phone somewhere less readily available than on your desk so you can focus on work instead of notifications. | cell phone somewhere less readily available than on your desk so you can focus on work instead of notifications. | [Button] X on the left top corner of the Callout.

Avatar-Help Image on the right top corner in the circle, the same as on the Objective Slide. The learner can click on it, and it brings the learner back to the question on the base layer. | for Help" caption. It brings the learner back to the question on the base layer.

Animated Callout is animated (Wipe from right).

[Button] X is animated (Fade In) and hides Help Layer. | |

Slide Title: Respect and Achieve Deadlines
12/23

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
Have to-do list ready before the week and plan out your work to better deal with deadlines.

But if you struggle to follow through, you could set short-term goals for yourself and your team. This can serve as an action plan to help you | Respect and Achieve Deadlines | Shape with text as a heading on top of the Slide.

3 vertical background pictures with someone taking notes, man or women winning something, man being stressed over his/her work. | **(Timed with Audio)**

Each rectangle is animated with Motion Path to reveal each picture. | |

better focus on the task at hand. Additionally, knocking down and celebrating those small wins will set the momentum for bigger success. You should also communicate with your managers about your workload and project progress to ensure you have realistic deadlines.		3 Rectangles with gradient fill, or just little transparency over each image.		

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
Hey, dude! What's up? Yea, it was awesome last night! Do you have pictures on Facebook? Hold on, I will be right there.	Hey, dude! What's up? Yea, it was awesome last night! Do you have pictures on Facebook? Hold on, I will be right there…	Background image of the office. 	Main Character state change is timed with audio. The Slide is auto advanced.	

| | | Shape with the text is displayed on the right side.

Main Character is sitting under the desk and talking on the phone. Change the main Character state to the different position once the speech bubble changes. | | |
| --- | --- | --- | --- | --- |

Slide Title: Question 3
14/23

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
Base Layer (Drag and Drop Question)				
You get the text message from the friend about plans for tonight. What would be the best answer?

Drag the correct choice to the phone and click Send. | You get the text message from the friend about plans for tonight. What would be the best answer?

Drag the correct choice to the phone and click Send.

• Hey John! Yes, I'll be there. Let me tell you something interesting… | Cell phone is recreated with the messenger. Two speech bubbles, one with the text message from the "friend".

Rectangle to type the message and Send button next to it. (The user will click Send button to submit the answer.)

Text box with the question. | **[Button]** Send is animated (Fade In).

4 Speech bubbles are drag and drop interactions. | |

	• Hey John! I'm at work. Text you later. • Hey John! Let's meet for the lunch break and talk about plans for tonight. • Hey John! Yes. Check out this funny video from YouTube **(Text on Cell Phone)** John Dow Hey! What's up? We are getting together with Mark and Sam for couple of drinks tonight. Will you join? **[Button]** Send	4 speech bubbles with answers, which the learner will have to choose from, drag one of them to the cell phone, and Click Send button.		
Layer: Correct				
That's correct! Well done! You made the right selection. Now, click Continue.	That's correct! Well done! You made the right selection. **[Button]** Continue	Shape with the text. on the top right corner of the shape.	**[Button]** Continue is animated (Fade In) and takes the learner to the next slide.	

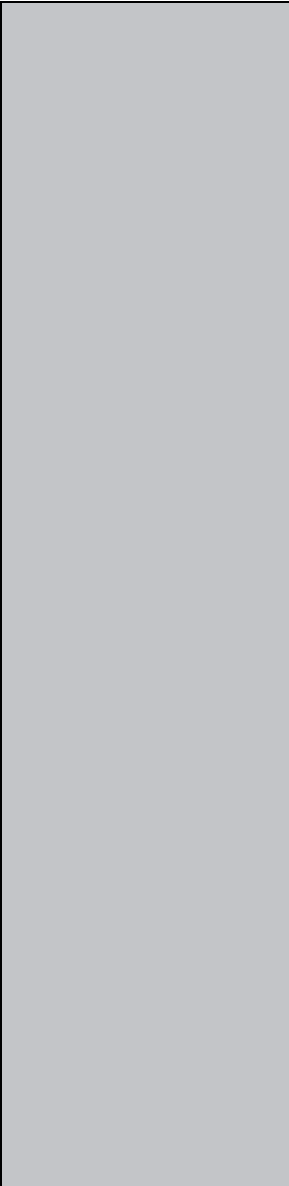|				
	(Speech Bubble on the Cell Phone): Hey, no worries. Hope you can join!	[Button] Continue.	Add number variable to add 1 to count money stacks in the Result Slide.	
Layer: Incorrect				
That's incorrect! Letting your friend know that you are at work and text him later would be the best practice. Now, click Continue.	That's incorrect! Letting your friend know that you are at work and text him later would be the best practice. [Button] Continue	Shape with the text. on the top right corner of the shape. [Button] Continue.	[Button] Continue is animated (Fade In) and takes the learner to the next slide.	
Layer: Try Again				
Try again! If you take a long lunch break, indulge in gossip, or discuss personal problems at work, it leads to good office hours wasted. And if you've been bit by the social media bug, only you can save yourself from landing into trouble at work.	Try again! If you take a long lunch break, indulge in gossip, or discuss personal problems at work, it leads to good office hours wasted. And if you've been bit by the social media bug, only you can save yourself from landing into trouble at work.	Shape with the text. on the top right corner of the shape. [Button] Try Again.	[Button] Try Again is animated (Fade In) and takes back to the question.	
Slide Title: Time Management				

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
Click each company logo to learn more about how to develop a better work habit.	Tips to develop better work habit Click each Icon to learn more. • Prioritize your tasks • Avoid multitasking • Reduce distractions around your workspace • Take relevant notes • Color-code your calendar and create a checklist • Use a time tracker or project management tool to determine how you spend time on tasks and projects	Shape with text as a heading on top of the Slide. Background picture with social media icons 	Shape Heading is animated (Wipe from left) The learner can click each social media Icon and information will be revealed. Each Icon has one bullet point.	

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
[Avatar]: Hey, Carlos! I want to talk about the Balance Sheet analysis you did last week.	**[Avatar]:** Hey, Carlos! I want to talk about the Balance Sheet analysis you did last week.	Background Office image. Dialogue of two characters (Avatar and Main Character)	**(Timed with audio)** Change Characters'	

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
[Main Character]: What about it? [Avatar]: Well, you didn't finish Accounts Payable, and you were late with the due date. I know you have been using social media a lot and coming late the last couple of weeks. [Main Character]: Ohh, come on! It just happened once when I was stuck in traffic because of a bad accident. And Accounts Payable… You never mentioned it when you gave me the project.	[Main Character]: What about it? [Avatar]: Well, you didn't finish Accounts Payable, and you were late with the due date. I know you have been using social media a lot and coming late the last couple of weeks. [Main Character]: Ohh, come on! It just happened once when I was stuck in traffic because of a bad accident. And Accounts Payable… You never mentioned it when you gave me the project.		states when the line switches. The lines of dialogue appear one at the time with audio. The Slide is auto advanced.	

Slide Title: Question 4
17/23

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
Base Layer (Multiple-Choice Question)				

| What would be a better response for Carlos to use with Laura?

Choose the best answer and click Submit. | What would be a better response for Carlos to use with Laura?

1. I am sorry, Laura. I have been struggling lately to wake up early. I will use project managing tools to organize better.

2. Laura, you never told me about Accounts Payable analysis. Also, I was late because of unforeseen events.

3. Jen was responsible for doing Accounts Payable and that's her fault that it's not done.

4. I don't know what you are talking about. I always do my job | Text boxes with the question and answers.

Avatar-Help Image on the right top corner in the circle, the same as on the Objective Slide. The learner can click on it, and it will reveal the Help layer.

[Button] Submit. | Avatar-Help image has the Hover state with "Click on Image for Help" caption. It takes the learner to the Help layer.

[Button] Submit is animated (Fade In) and reveals the Correct, Try Again, or Incorrect layer. | |

	well and meet deadlines. **[Button]** Submit			
Layer: Try Again				
Try again! Giving or receiving negative feedback is important for growth, and it's something you need from time to time. You should treat your employer as your career coach and learn to de-personalize the message.	Try again! Giving or receiving negative feedback is important for growth, and it's something you need from time to time. You should treat your employer as your career coach and learn to de-personalize the message. **[Button]** Try Again	Shape with the text. on the top right corner of the shape. **[Button]** Try Again. Avatar-Help Image on the right top corner in the circle, the same as on the Objective Slide. The learner can click on it, and it will reveal the Help layer.	Avatar-Help image has the Hover state with "Click on Image for Help" caption. It takes the learner to the Help layer. **[Button]** Try Again is animated (Fade In) and takes back to the question.	
Layer: Correct				
That's correct! Don't frown at every criticism that comes your way. No one's perfect. You should admit the mistake and consider some help from your team.	That's correct! Don't frown at every criticism that comes your way. No one's perfect. You should admit the mistake and consider some help from your team.	Shape with the text. on the top right corner of the shape. **[Button]** Continue.	**[Button]** Continue is animated (Fade In) and takes the learner to the next slide.	

Now, click Continue.	**[Button]** Continue		Add number variable to add 1 to count money stacks in the Result Slide.	
Layer: Incorrect				
That's incorrect! The feedback from an employee or your boss is to help you focus and become a better version of yourself. Consider it a blessing in disguise. How well you handle criticism also depends on your emotional intelligence. Now, click Continue.	That's incorrect! The feedback from an employee or your boss is to help you focus and become a better version of yourself. Consider it a blessing in disguise. How well you handle criticism also depends on your emotional intelligence. **[Button]** Continue	Shape with the text. ✗ on the top right corner of the shape. **[Button]** Continue. Avatar-Help Image on the right top corner in the circle, the same as on the Objective Slide. The learner can click on it, and it will reveal the Help layer.	Avatar-Help image has the Hover state with "Click on Image for Help" caption. It takes the learner to the Help layer. **[Button]** Continue is animated (Fade In) and takes the learner to the next slide.	
Layer: Help				
You should treat your employer as your career coach and learn to de-personalize the message.	You should treat your employer as your career coach and learn to de-personalize the message.	Shape-Callout with the text. **[Button]** X on the left top corner of the Callout.	Avatar-Help image has the Hover state with "Click on Image for Help" caption. It brings the learner back to	

| Some easy ways to deal with negative feedback are holding back your initial reaction, asking questions, and showing appreciation. With a positive attitude, you'll naturally become more gracious about constructive criticism. | Some easy ways to deal with negative feedback are holding back your initial reaction, asking questions, and showing appreciation. With a positive attitude, you'll naturally become more gracious about constructive criticism. | Avatar-Help Image on the right top corner in the circle, the same as on the Objective Slide. The learner can click on it, and it brings the learner back to the question on the base layer. | the question on the base layer.

Animated Callout is animated (Wipe from right).

[Button] X is animated (Fade In) and hides Help Layer. | |

Slide Title: Scenario 4
18/23

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
[Avatar]: Carlos, you know every time you are late, I have to pick up your slack. [Main Character]: I am sorry, I have a lot going on right now. Anyway, it was just 10 minutes. Is it that big of a deal? [Avatar]: It was 20 minutes! And YES! It is that big of a deal! How	[Avatar]: Carlos, you know every time you are late, I have to pick up your slack. [Main Character]: I am sorry, I have a lot going on right now. Anyway, it was just 10 minutes. Is it that big of a deal? [Avatar]: It was 20 minutes! And YES! It is that big of a deal! How	Background Office image. Dialogue of two characters (Avatar and Main Character)	**(Timed with audio)** Change Characters' states when the line switches. The lines of dialogue appear one at the time with audio.	

about I will start to leave 20 minutes early, and you will have 20 minutes of extra work to do? **[Main Character]:** I said I was sorry! What more do you want from me?	about I will start to leave 20 minutes early, and you will have 20 minutes of extra work to do? **[Main Character]:** I said I was sorry! What more do you want from me?		The Slide is auto advanced.	

Slide Title: Question 5
19/23

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
Base Layer (Multiple-Choice Question)				
What would be the best communication strategy with Laura for Carlos? Choose the best answer and click Submit.	What would be the best communication strategy with Laura for Carlos? 1. I am sorry, my mornings with the kids were tough lately. I am truly sorry. I promise I will be on time from now on. 2. Laura, how about you stop making such a	Text boxes with the question and answers. Avatar-Help Image on the right top corner in the circle, the same as on the Objective Slide. The learner can click on it, and it will reveal the Help layer. **[Button]** Submit.	Avatar-Help image has the Hover state with "Click on Image for Help" caption. It takes the learner to the Help layer. **[Button]** Submit is animated (Fade In) and reveals the Correct, Try	

	big deal out of one little mistake?

3. What would you suggest, Laura? Life happens, aren't you human?

4. Laura, why won't you pick on Mark since he also has been late for the last couple of days?

[Button] Submit | | Again, or Incorrect layer. | |

Layer: Try Again

Try again! Whether you perform in-office or remote work, always communicate clearly with your employer or fellow workers. You don't need the thesaurus to draft a response. Be simple yet effective.	Try again! Whether you perform in-office or remote work, always communicate clearly with your employer or fellow workers. You don't need the thesaurus to draft a response. Be simple yet effective.

[Button] Try Again | Shape with the text.

 on the top right corner of the shape.

[Button] Try Again.

Avatar-Help Image on the right top corner in the circle, the same as on the Objective Slide. The learner can click on it, | Avatar-Help image has the Hover state with "Click on Image for Help" caption. It takes the learner to the Help layer.

[Button] Try Again is animated (Fade In) and | |

		and it will reveal the Help layer.	takes back to the question.	
Layer: Correct				
That's correct! A sincere apology, admitting the mistake, and assuring that it won't happen again is the best practice in effective communication skills. Now, click Continue.	That's correct! A sincere apology, admitting the mistake, and assuring that it won't happen again is the best practice in effective communication skills. **[Button]** Continue	Shape with the text. ✔ on the top right corner of the shape. **[Button]** Continue.	**[Button]** Continue is animated (Fade In) and takes the learner to the next slide. Add number variable to add 1 to count money stacks in the Result Slide.	
Layer: Incorrect				
That's incorrect! Good, effective communication is not sarcastic, condescending, berating, unsympathetic, disrespectful, intimidating, blaming others, or failing to own mistakes. Poorly modeled behavior and bad habits can cause the worst in people to come out.	That's incorrect! Good, effective communication is not sarcastic, condescending, berating, unsympathetic, disrespectful, intimidating, blaming others, or failing to own mistakes. Poorly modeled behavior and bad habits can cause	Shape with the text. ✘ on the top right corner of the shape. **[Button]** Continue. Avatar-Help Image on the right top corner in the circle, the same as on the Objective Slide. The learner can click on it,	Avatar-Help image has the Hover state with "Click on Image for Help" caption. It takes the learner to the Help layer. **[Button]** Continue is animated (Fade In) and takes the	

Now, click Continue.	the worst in people to come out. [**Button**] Continue	and it will reveal the Help layer.	learner to the next slide.	

Layer: Help				
A sincere apology, admitting mistakes, and assuring that it won't happen again is the best strategy for effective communication. Also, don't forget to update your boss about the project's progress regularly. They appreciate it when you keep them in the loop.	A sincere apology, admitting mistakes, and assuring that it won't happen again is the best strategy for effective communication. Also, don't forget to update your boss about the project's progress regularly. They appreciate it when you keep them in the loop.	Shape-Callout with the text. [**Button**] X on the left top corner of the Callout. Avatar-Help Image on the right top corner in the circle, the same as on the Objective Slide. The learner can click on it, and it brings the learner back to the question on the base layer.	Avatar-Help image has the Hover state with "Click on Image for Help" caption. It brings the learner back to the question on the base layer. Animated Callout is animated (Wipe from right). [**Button**] X is animated (Fade In) and hides Help Layer.	

Slide Title: Communicate Effectively
20/23

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
Productive people are also active listeners. It's a good habit and an	Productive people are also active listeners. It's a good habit and an	Background image related to listening, something similar to:	All objects are animated and timed with audio:	

| excellent soft skill to have.

To be an active listener, here's what you could do:
• Don't interrupt when a coworker speaks.
• Observe the speaker's body language and take hints from non-verbal cues.
• Ask relevant questions or follow-ups.
• Paraphrase the ideas in your own words to ensure you understood them clearly. | excellent soft skill to have.

• Don't interrupt when a coworker speaks.
• Observe the speaker's body language
• Ask relevant questions or follow-ups.
• Paraphrase the ideas in your own words. |

Avatar in full length with the speech bubble.

Blackboard image.

4 icons for each bullet point. | • Avatar Fly in from left.
• Speech bubble Wipe from left.
• Blackboard – Fade in.
• Icons on the blackboard – Fade in.
• Text on the blackboard – Wipe from left. | |

Slide Title: Results
21/23

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
Base Layer (Result Slide)				
N/A	N/A	N/A	The number variables are added to determine the amount of money	

			stacks Carlos will get at the end. Triggers that take to different layers based on the Questions answered correctly and, as a result, the money stacks rewarded. 5 Stacks is a Success layer, and 0 Stacks – Fail layer.	
Layer: Success				
Congratulations! You finished daily projects, managed your time, and rebuilt relationships with your coworkers and the boss. Also, you are not going empty-handed. Enjoy your bonus money!	Congratulations! You finished daily projects, managed your time, and rebuilt relationships with your coworkers and the boss. Also, you are not going empty-handed. Enjoy your bonus money!	Background office image. Main character is happy in full length on the left.	All objects are animated: • Main character - Fly in from left • Shape with text – Fly in from right • Money stacks – Fade in	

Now, click Next to continue.		Shape with the text. 5 green money stacks.	Main character changes state timed with audio. The learner continues to the next slide.	
Layer: 1 Stack				
Oh no! It looks like you didn't complete the task. Try again!	Oh no! It looks like you didn't complete the task. Try again! **[Button]** Try Again	The same background office image as in Layer: Success. Main character is upset in full length on the left. Shape with the text. 5 money stacks but only 1 money stack is green. **[Button]** Try Again	All objects are animated: • Main character - Fly in from left • Shape with text – Fly in from right • Money stacks – Fade in • **[Button]** Try Again - Fade in **[Button]** Try Again] takes the learner back to Slide 1.7 Scenario1.	
Layer: 2 Stacks				

Oh no! It looks like you didn't complete the task. Try again!	Oh no! It looks like you didn't complete the task. Try again! **[Button]** Try Again	The same background office image as in Layer: Success. Main character is upset/surprised in full length on the left. Shape with the text. 5 money stacks but only 2 money stacks are green. **[Button]** Try Again	All objects are animated: • Main character - Fly in from left • Shape with text – Fly in from right • Money stacks – Fade in • **[Button]** Try Again - Fade in **[Button]** Try Again] takes the learner back to Slide 1.7 Scenario1.	
Layer: 3 Stacks				
You are almost there! Try again and you will be successful in achieving positive workplace environment. Click Try Again.	You are almost there! Try again and you will be successful in achieving positive workplace environment. **[Button]** Try Again	The same background office image as in Layer: Success. Main character is surprised in full length on the left. Shape with the text.	All objects are animated: • Main character - Fly in from left • Shape with text – Fly in from right • Money stacks – Fade in	

		5 money stacks but only 3 money stacks are green. **[Button]** Try Again	• **[Button]** Try Again - Fade in **[Button]** Try Again] takes the learner back to Slide 1.7 Scenario1.	
Layer: 4 Stacks				
Congratulations! You almost got all the answers correct. Now, click the Next button if you want to continue, or the Try Again button if you want to answer questions again.	Congratulations! You almost got all the answers correct. Now, click the Next button if you want to continue, or the Try Again button if you want to answer questions again. **[Button]** Try Again	The same background office image as in Layer: Success. Main character is happy in full length on the left. Shape with the text. 5 money stacks - 4 money stacks are green. **[Button]** Try Again	All objects are animated: • Main character - Fly in from left • Shape with text – Fly in from right • Money stacks – Fade in • **[Button]** Try Again - Fade in The learner has the option to Try Again or continue with the course. **[Button]** Try Again] takes the	

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
			learner back to Slide 1.7 Scenario1.	
Layer: Fail				
Oh no! It looks like you didn't complete the task. Try again!	Oh no! It looks like you didn't complete the task. Try again! **[Button]** Try Again	The same background office image as in Layer: Success. Main character is upset in full length on the left. Shape with the text. 5 gray money stacks. **[Button]** Try Again	All objects are animated: • Main character - Fly in from left • Shape with text – Fly in from right • Money stacks – Fade in • **[Button]** Try Again - Fade in. **[Button]** Try Again] takes the learner back to Slide 1.7 Scenario1.	

Slide Title: Summary
22/23

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
In this course we learned to:	Summary: In this course we learned to:	Background picture with a person taking notes.	Each bullet point is animated (Wipe from left)	

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.	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.	Text boxes/shapes with 4 bullet points	Auto advance the slide once narration is complete.	

Slide Title: Thank you!
23/23

Audio / Voiceover	On-Screen Text	On-screen Graphic	Interactions	Notes/Comments
Congratulations, you've completed this course. You can now use this information to help identify positive workplace habits and use them to become	Thank you! **[Button]** Review Course **[Button]** Exit	Background picture: 	**Button]** Review Course takes the learner to the beginning of the course Slide 1.1. Welcome	

more successful at your company. Thank you for commitment to building a better workplace and environment at the office. If you want to see this course again, please click the Review Course button. If you want to finish the course, click Exit.		**[Button]** Review Course **[Button]** Exit	**[Button]** Exit Both buttons are animated (Fade in) and timed with audio.