

Design Document for Ergonomics

<i>Business Purpose</i>	The purpose of this training is to address a pressing need for employee health and safety at ABC Manufacturing Company, by educating employees on the importance of proper ergonomics and body mechanics to reduce the risk of workplace injuries and increase productivity. ABC Manufacturing Company has recently experienced an increase in workplace injuries and absenteeism among employees in physical labor roles. These injuries are often related to improper ergonomics and body mechanics. This training is designed to address this issue by providing employees with the knowledge and skills needed to identify ergonomic risks in their work environment and apply proper body mechanics to avoid injuries. By reducing the risk of workplace injuries, ABC Manufacturing Company can increase productivity and reduce costs associated with workers' compensation claims and absenteeism.
<i>Target Audience</i>	All employees at ABC Manufacturing Company who work in office environments or perform physical tasks, and physical labor roles that require repetitive movements or prolonged periods of standing or sitting as part of their job.
<i>Training Time</i>	The training will be approximately 30 to 60 minutes in length. • The number is based on both the quantity of slides in the course and the level of complexity of the content.
<i>Training Recommendation</i>	The training should be conducted in-person to allow for interactive discussions and demonstrations of proper body mechanics and ergonomic equipment. Additionally, participants should be encouraged to bring their own work equipment to the training to receive personalized feedback and recommendations.
<i>Deliverables</i>	• Presentation slides outlining key concepts and best practices. • Facilitator guide summarizing key takeaways and helpful tips. • Recommendations for ergonomic equipment and resources.
<i>Learning Objectives</i>	1. Identify proper body mechanics and apply them to their daily work activities. 2. List helpful ergonomic tools and resources to improve their workspace.

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<i>Training Outline</i>	1. Agenda/Introduction 2. Learning Objectives 3. Body Mechanics a. Think and write. b. Turn and Talk 4. Ergonomics 5. Ergonomic Benefits 6. Activity: Gallery Walk 7. Designing the Workplace 8. Ergonomic Workspaces 9. Standing Workspaces 10. Ergonomic Chairs 11. Knowledge Check 12. Ergonomic Equipment 13. Assessment 14. Summary 15. Questions/Conclusion
<i>Assessment Plan</i>	5 Question Kahoot Quiz at the end. Questions have a varied format of multiple choice. A score of 80% is needed to pass. Learners will have an unlimited number of attempts on the final assessment. The quiz will include questions about the participants' understanding of the material, their ability to apply the concepts to their daily work activities, and their overall satisfaction with the training. Additionally, supervisors will be asked to provide feedback on their employees' performance and use of proper body mechanics and ergonomic equipment in the workplace.