

Module Title: INCLUSIVE LEADER EMBRACE DIFFERENCES AND IMPACT CHANGE

Target Audience: ALL members of management including aspiring leadership, who are involved with the day-to-day operations and decision-making. Diverse backgrounds, and ethnicity with prior knowledge of diversity equity, and inclusion framework.

Learning Objectives:

Terminal LOs:

1. Implement inclusive strategies to create a balanced integrated workplace
2. Practice company values in the workplace

Enabling LOs:

1. Implement inclusive communication practices to foster a sense of belonging.
2. Develop the ability to identify unconscious bias.
3. Promote inclusive language in meetings and huddles.
4. Recognize moments to showcase company core values.
5. Demonstrate the ability to integrate company core values into daily activities.

Seat Time: *20 minutes (approx.)*

Outline:

- Welcome
- Navigation
- Workplace Scenario
- Learning Objectives
 - Implement Inclusive strategies to create a balanced integrated workplace
 - Practice company values in the workplace
- Inclusion at work
- Company core values
- Implement Inclusive Strategies
- Inclusion in Action
- Practice Company Core Values
- Practicing Inclusion
- Examples of Inclusion
- Quiz
- Summary
- Conclusion
- Congratulations

Font Global: Montserrat bold (Heading) font size- 28
Montserrat (medium bold) font size- 20
Montserrat (Body) font size -12
Montserrat (Buttons) size 28



Color Palette:

HEX Codes: #15D33, #228B22, #4CBB17, #700247, #800064

Global Comments: (optional)

- Slide dimensions are 16:9 (960x540) ratio
- • Modern Player Style – Menu, Seekbar, Replay, Volume, and
- Settings options; Seek bar visible and controllable for learners on
- all slides and layers
- • Asset Library available for images used in slides
- • Use a custom color style guide for shapes throughout (see Color
- Palette on storyboard cover sheet); white font on colored
- background / White font in text boxes on a white background
- If text in a caption bubble (speech bubble) is too long to display
- at once, fade-out/fade-in text in the caption (speech bubble)
- and arrange sequentially on the timeline; do not use scrolling text in
- captions
- Seekbar visible and controllable for the learner on all slides and
- layers; Menu is “free” in the Player properties; option to adjust
- playback speed is available on all slides
- • Slide numbers with letters (ex. 1.8a) indicate layers for
- corresponding slide number/layers
- • Any time photos, avatars, or other assets are mentioned, please
- check the Asset Library. Avoid sourcing your own assets.

Directions: Please provide feedback by using the “Add Comment” feature on this document

Slide: [1.1] / Menu Title: Welcome			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background image: Photo of individuals with hands creating a circle. Insert a red semi circle with a shadow in the top left corner above the course title . Course title on custom shape, (choose a color from course style guide) Text white font all caps except and, "Inclusive Leader Embrace Differences and Impact Change" Custom shape used to create Start and Navigation buttons (use the same shape for all buttons through out course)	[Slide Title] 'Inclusive Leaders Embrace Differences and Impact Changes" [Buttons] Start Buttons Navigation Button	<i>Narrator</i> Welcome to "Inclusive Leaders Embrace Differences and Impact Change" this course is intended for all members of management, human resource professionals and leadership teams, looking to create a more inclusive workplace. To learn how this course works click navigate or click start to begin.	"Inclusive Leaders" will fade in on the screen The rest of the title does not move Buttons have a hover state. Navigation and Start buttons will fade in from the right timed with VO reference. Navigation button will map to slide 1.3 and Start button will navigate to slide 1.2 Next and Previous will be hidden on this slide.
Notes:			

Slide: [1.2] / Menu Title: Navigation			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

The player shows the menu on the left. Modern navigation screen displayed as background. Arrow marker icons point to player features. The directions in a custom shape on the navigation screen(choose a color from the course style guide) Arrows point to player features Menu, Topic Play/Pause, Seekbar, Volume, Prev, Next, Seekbar, Replay, Setting, Close Caption. Labels will appear inside shapes	[Slide Title] Navigation [Captions] NEXT and PREVIOUS Move forward or backward through the slides SETTINGS Zoom to fit, Accessible Text, and Keyboard Shortcuts VOLUME Adjust with Slider SEEK BAR Play, Pause, or Drag to points on the slide timeline MENU Jump directly to Course Sections	<i>Narrator</i> To navigate through this course, click on the green markers to learn more. Otherwise, click the next button to continue.	The same animations for each layer Audio will play and arrow label will appear when the timeline begins on this layer. Learner will click on each player feature to reveal how to navigate course. Next button jumps to slide 1.2
Notes:			

Slide: [1.3] / Menu Title: Workplace Scenario			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
No top or bottom border will appear on this slide Title bar set in custom shape at the very top left of the slide.	[Slide Title] [Workplace Scenario]	<i>[Thomas audio]</i> “Hi Sarah, I wanted to ask if I can cut back on	Both characters are facing each other in the office. {Thomas} will begin the conversation

Background image of an office setting Captions-text in speech bubbles. As the two characters converse, the speech bubble will remain between them Sara's character to play the Manager, place on the left of the screen, facing right Thomas's character to play the employee, place on the right of the screen, facing left looking at Sarah. Sarah's character will have 3 positions: 1) listening, 2) Talking with an expression, and 3) hands raised with a concerned expression. Thomas's character will have 2 positions: 1) with Talking happy expression, 2) with an angry expression, and 3 upset with hands on hip.	[Thomas captions] "Hi Sarah, I wanted to ask if I can cut back on working overtime for a while. I'm having a hard time with work-life balance and really need to get it under control. Will that be alright with you?" [Sarah caption] Hi, Thomas you know that we are already short-staffed, we need everyone on board working together to ensure the work gets done. if you can't do the work we will find someone who can.	working overtime for a while. I'm having a hard time with work-life balance and really need to get it under control. Will that be alright with you?" [Sarah audio] Hi, Thomas you know that we are already short-staffed, we need everyone on board working together to ensure the work gets done. if you can't do the work we will find someone who can. Narrator [audio will come in after Sarah media ends]. [Narrator audio] As you see here how quickly the employer disregards Thomas's requests, and not making him feel valued, Thomas is upset and he's thinking of looking for work somewhere else where he will feel valued and respected.	[Captions-text in speech bubbles] Speech bubble will fade in and out timed with the VO, and flip to face the character speaking Captions will move in and out timed with VO. Both characters will fade into their different poses, as they continue their conversation. Thomas's character fades out of the room. As Sarah's character moves in closer (using a motion path) to the objective boxes that fade in on the next slide. The next button will be hidden when the timeline starts on this slide. When the timeline ends on this slide it will auto-advance to the next slide 1.4 Objectives
Notes:			

Slide:[1.4] / Menu Title: Learning Objectives			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Use the same characters from the last slide. same background as the previous. The title is set in a custom shape, placed in the left top corner of the slide. Sarah should be on the left facing right and Thomas, on the right, facing left Both characters will have 2 positions: 1) arms folded with an angry expression, and 2) with a happy expression with hands raised. The two characters will have space between them at first, and then become happy when the narrator begins to say, nurturing an inclusive workplace is beneficial to the company and employees alike. Both characters' poses change to happy with hands-out expressions. After the Thomas characters fade out, Sarah moves across the room to the right. The objectives will fade in from the right side of the screen, each set in	[Slide title] [Workplace Scenario] [Slide title] Objectives [Objectives] [Speech boxes] By the end of this course You will be able to: Lo's - Implement inclusive strategies to create an integrated workplace - practice company core values	Narrator Nurturing a more inclusive workplace is beneficial to the company and employees alike. That's why it's important for all leaders within the workplace to not only know but understand what inclusivity is and how to foster it themselves." in this course you will learn how to : Implement inclusive strategies to create an integrated workplace and practice company core values	When the timeline starts on this slide the next button is hidden. Both characters are facing each other with angry expressions. Sarah poses 1.) arms folded angry expression. and 2) excited with hands raised. Thomas poses 1.)arms folded angry expression. and 2) a happy expression with hands raised. Narrator will begin. Both character poses will change to happy expressions with hands out. Timed with VO When the narrator begins to say, "Nurturing an inclusive workplace is beneficial to the company and employees alike". Next: Thomas will fade out of the room. Sarah moves in closer using a motion path. Sarah's pose will change to listening with one arm across her chest and the other on her chin listening intently.

custom shape[choose color from style guide] white text.			2-Objectives: will fade in from the right each in a custom shape. [Objectives] Lo's will fade in timed with VO • Implement inclusive strategies to create an integrated workplace • practice company core values The next button will appear when timeline completes on this slide.
Notes:			

Slide: [1.5]/ Menu Title: Inclusion at work			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background solid white. Custom title bar that extends across top of slide (choose color from style guide)text white font Sarah's character has 4 poses 1.) Talking, 2.) left Hand up pose toward box 1, and 3.)hand down lower for the second box. 3.) left hand lower, 4.) talking Each definition of inclusion is set in a custom shape. White text.	[Slide title] What is Inclusion? • Getting rid of discrimination, by removing all barriers. • The act or practice of including and accommodating everyone.	Narrator Before we can practice inclusion in the workplace we must first understand What inclusion means and what it looks like Getting rid of discrimination, by removing all barriers. The act or practice of including and accommodating everyone. Now let's take a look at how we can create an inclusive	Each definition box will fade timed with voice-over. When the timeline begins on this slide Sarah is talking pose 1 with her right hand out. Sarah changes to pose 2 left hand up on: "Getting rid of discrimination by removing all barriers." fades in timed with VO Sarah changes to pose 3 left hand down lower on:

		workspace by utilizing our company's core values.	The act or practice of including and accommodating everyone. Fades in timed with VO Sarah changes to pose 4 talking with her right hand out. The next button is hidden when the timeline begins on this slide; it appears when the timeline ends.
Notes:			

Slide: [1.6] / Menu Title: Company Core Values			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The background is white. The top border, no bottom border. The title is set in a custom-made shape(choose a color from the style guide) [Directions] Click on each card to learn more about the Company's Core Values. When finished click the x in the top right corner to close. 6 click to reveal cards' custom shapes with push pins use color	Slide title: Company Core Values [Directions] Title set in border, text white font. Click on each card to learn more about the Company's Core Values. When finished click the x in the top right corner to close. X icon is placed in the top right corner of each card. Card text: • Respect for Others • Humility	[Narrator audio base layer] Our Company core values are the driving force to ensure that we as management continue to utilize core values creating an atmosphere of inclusion and accommodation for everyone let's take a look at our core values click on each note to learn more. [Respect for Others-audio]	When the timeline starts on this slide the next button will be hidden. Set the state of the next button to normal when the state of all cards has been selected. When the timeline starts on this slide restriction box will restrict cards. [Timed with VO] The restriction box will be hidden when the VO completes. Learners will then have the ability to visit each card in any order.

from the style guide for shape fill. Text is in white font [Card layer] Respect for others: has a white background outlined in black. Text black font. Set in a custom-made shape with a picture of a group of teammates. Inclusive language: Has a white background outlined in black, and text in black font. Set in a custom shape with a picture of a workgroup. Collaboration: Has a white background outlined in black, text in black font. Set in a custom shape with a picture of a work group meeting around a table. Humility: Has a white background outlined in black, text in black font. Set in a custom shape with a picture of the workgroup manager celebrating a teammate. Accountability Has a white background outlined in black, text in black font. Set in a custom shape with a picture of two people shaking hands (showing only their handshake) Honesty: Has white background outlined	• Inclusive language • Accountability • Collaboration • Honesty [Card layers content] • Respect for Others It's important to consistently show respect to all individuals, regardless of their role, background, or beliefs. Inconsistencies in showing respect can lead to feelings of unfairness or favoritism. • Inclusive language Replacing phrases like "Hello guys" or "Hello ladies and gentlemen" with inclusive greetings such as "Hi everyone or Hello team. • Collaboration Discussing how to overcome obstacles and brainstorming new solution ideas together. • Humility Acknowledge the teammates' effort and share the credit with the team. • Accountability Taking ownership of your actions and the well being and success of others. • Honesty Being consistent in all you do, and keeping your word.	Respect for others It's important to consistently show respect to all individuals, regardless of their role, background, or beliefs. Inconsistencies in showing respect can lead to feelings of unfairness or favoritism. Inclusive Language means Replacing phrases like "Hello guys" or "Hello ladies and gentleman" with inclusive greetings such as "Hi everyone or Hello team". Honesty Being consistent in all you do and keeping your word. Collaboration Discussing how to overcome obstacles and brainstorming new solution ideas together. Humility Acknowledge the teammates' effort and share the credit with the team.	A hotspot is added on top of the x in the top right corner of each card. [Click to Reveal] Cards will become clickable once the VO ends and, when clicked, each will show its corresponding layer Show each card layer, when the learner clicks to learn more, Each reveal triggers back to the base layer until all cards have been visited. When the learner clicks next, jump to slide 2.3
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in black, text black font. Set in custom shape with picture of work group with thumbs up together(only hands with thumbs up are showing)		Accountability Taking ownership of your actions and the well being and success of others.	
Notes:			

Slide: [1.7] / Menu Title: Knowledge Check			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Question and multiple choice answer options on the left two-thirds of the slide. Background gray with title bar (choose color from style guide) Radio buttons same color as the title bar.	[slide title] Knowledge Check [Question] A team member feels their ideas are not being heard due to their junior status. What should the leader do to ensure inclusion and respect for others? [Multiple Choice Answers Choices] - Encourage open communication and respect for all teammates regardless o their role. [Correct answer] - Tell the teammate to be more assertive - Only focus on ideas from senior teammates.	Narrator let's pause for a quick knowledge check. Read the scenario use the information you have learned this far to answer the question. then choose the best answer from the options below.	This slide is a multiple-choice knowledge check template. Allow 2 attempts., It will either show the Correct answer choice, Incorrect or Try again layer on the first attempt. After the second attempt the the learner will either see the correct or incorrect layer

Notes:			

Slide: [1.7a] / Menu Title: Knowledge Check 1 hidden in the menu			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White box “Correct” box that says, “That’s right! You selected the correct response” In a displaying a white check mark in a dark green circle, and a continue button underneath.	[slide title] Correct [Feedback] Correct! Leaders should encourage open communication and respect for all teammates regardless of their role.	Narrator Correct! Leaders should encourage open communication and respect for all teammates regardless of their role.	When the user clicks Continue button this slide will jump to slide 2.4.
Notes:			

Slide: [1.7b] / Menu Title: Knowledge Check 1			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White box with “Incorrect” box that says, “You did not select the correct response.” displaying an X in dark red. Continue button	[slide title] incorrect	Narrator Incorrect Leaders should encourage open communication and respect for all teammates regardless of their role.	When the user clicks Continue button this slide will jump to slide 2.4.

	[Feedback] Incorrect Leaders should encourage open communication and respect for all teammates regardless of their role.		
Notes:			

Slide: [1.7c] / Menu Title: Knowledge Check 1			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White box with “Incorrect” box that says, “You did not select the correct response.” displaying an X in dark red. Continue button	[Slide title] Try again [Feedback] Try again layer Incorrect. As a leader we lead by example. Therefore Leaders should encourage open communication and respect for all teammates regardless of their role.	Narrator Try again Leaders should encourage open communication and respect for all teammates regardless of their role.	When the user clicks Continue this slide will jump to slide 1.8 This layer uses the same trigger that was originally on the built-in button on this layer.
Notes:			

Slide: [1.8] / Menu Title: Inclusion at Work	LO:
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background solid white. Implement inclusive strategies to create an integrated workplace Set in a custom title bar across the top of the slide.[Choose a color from the style guide] The text box on the left side of the slide inside the box: Inclusion helps teammates feel recognized and valued. Click on each leader to learn more. Characters: Both characters are set to the right side next to the text box on the left of the slide, Sarah is on the left side pose with arms crossed, and Thomas is on her right pose with his hands together. Characters Half on screen top half enlarged.	[slide title] Implement inclusive strategies to create an integrated workplace Inclusion helps teammates feel recognized and valued. [Sarah caption layer] We strategically use inclusive language in our morning huddles to ensure everyone feels respected and heard. For example, we use gender-neutral language. Instead of saying you guys', we use terms like everyone, all, or team. [Thomas caption layer] We strategically use our open-door policy to ensure we respect our teammates and establish clear communication. For example, our open-door policy is designed to ensure all teammates feel comfortable sharing their ideas, concerns, and feedback with management at any time.	Narrator [Base layer audio] Here we will learn how we can utilize intentional moments to include company values. click on each Leader to learn more. Sarah: audio We strategically use inclusive language in our morning huddles to ensure everyone feels respected and heard. For example, we use gender-neutral language. Instead of saying you guys',we use terms like everyone, all, or team. [Thomas: audio] We strategically use our open-door policy to ensure we respect our teammates and establish clear communication. For example, our open-door policy is designed to ensure all teammates feel comfortable sharing their ideas, concerns, and feedback with management at any time.	When the timeline starts on this slide the next button will be hidden. When the timeline starts on this slide set the restriction box until the media completes The restriction box will be hidden when the media completes on this slide. Both characters have a hover state. When the learner clicks. Each character's color changes from black and white to color, a caption layer will appear for each, [Sarah captions] appear in time with matching audio. [Thomas captions] appear in time with matching audio For example, our open-door policy is designed to ensure all teammates feel comfortable sharing their ideas, concerns, and feedback with management at any time. The next button will appear after each character is visited.

Notes:			

Slide: [1.9] / Menu Title: Scenario			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
No top title bar. The bottom border is created with a custom shape. Select a response set beside the answer option on the border. Black text for content on this slide. Answer options are set inside the border each in individual boxes. The background is white with a vector overlay in the back. Sarah's characters are cropped in a circle each with speech bubbles. Sarah's character 10 is talking, and character 2.) explaining with both hands out. David's character is cropped in a circle with his hands over his face, With speech bubbles.	[slide title] Scenario [Direction] pick an answer from the options below. Based on the previous information taught on our company's core values, Select the core value the manager demonstrated in David's situation. [Direction] [Sarah caption] Hi, David your request for time off for your doctor's appointment can't be approved. For the rest of the month, we need all hands on deck. [David's caption] I understand all hands on deck for the rest of the month, but my doctors' appointments are important for my health	[Sarah's audio]#1 Hi, David your request for time off for your doctor's appointment can't be approved. for the rest of the month, we need all hands on deck [David's audio] I understand all hands on deck for the rest of the month, but my doctors' appointments are important for my health Is there any way I can reschedule for another day and time that will be more convenient for the team? Sarah's audio# 2 Look David I do understand the importance of your doctor's appointments and your health. let's see if we can find a solution that works for both of us. perhaps we can adjust your	When the timeline starts on this slide the next button will be hidden. When the timeline starts on this slide a restriction box will continue until the audio completes. When the timeline starts on this slide Sarah's speech bubble fades in from the left, Captions appear timed in with audio. Answer choices float up from the bottom at the same time. - Accountability - Honesty - Respect for others David's speech bubble fades in line with Voice-over. I understand all hands on deck for the rest of the month,

	Is there any way I can reschedule for another day and time that will be more convenient for the team? [Sarah's caption]#2 Look David I do understand the importance of your doctor's appointments and your health. let's see if we can find a solution that works for both of us. perhaps we can adjust your schedule or get someone else to cover. Based on the previous information taught on our company's core values, Select the core value the manager demonstrated in David's situation. [Direction] Select a response Option 1: Accountability Option 2: Honesty Option 3: Respect for others Correct! The leader demonstrated respect empathy and flexibility for David's needs.	schedule or get someone else to cover. [Sarah's audio]: Based on the previous information taught on our company's core values, Select the core value the manager demonstrated in David's situation.	but my doctors' appointments are important for my health Is there any way I can reschedule for another day and time that will be more convenient for the team? Sarah's second speech bubble and picture come in at the same time in line with voice-over. Look David I do understand the importance of your doctor's appointments and your health. let's see if we can find a solution that works for both of us. perhaps we can adjust your schedule or get someone else to cover. [Sarah's audio] Based on the previous information taught on our company's core values, Select the core value the manager demonstrated in David's situation. This slide is a multiple-choice KC template.. Allow 2 attempts It will either show the Correct answer choice, Incorrect or Try again layer on the first attempt.
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	- Incorrect. Although accountability is a core value, it's centered on inner personal guidance. - Incorrect. Time management is not a core value.		After the second attempt the the learner will either see the correct or incorrect layer' When the state of the Correct answer is visited set the next button to normal. The learner clicks next, jump to slide Inclusion at work.
Notes:			

Slide: [1.9a] / Menu Title: Scenario			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[White box] "Correct" box that says, "That's right! You selected the correct response" In a displaying a white check mark in a dark green circle, and a continue button underneath.	[Feedback] Correct! The leader demonstrated respect empathy and flexibility for David's needs.	Correct! The leader demonstrated respect empathy and flexibility for David's needs click next to continue.	When the user clicks Continue button this slide will jump to slide 1.10
Notes:			

Slide: [1.9b] / Menu Title: Scenario			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White box with "Incorrect" box that says, "You did not select the correct response." displaying an X in	[Feedback] Incorrect. Time management is not a core value.	Incorrect, Time management is not a core value. click the x to try again.	This layer has the same built-in trigger that was originally on the built-in button on this layer.

dark red. Continue button			
Notes:			

Slide: [1.9c] / Menu Title: Scenario			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White box with “Try again” A box that says, “You did not select the correct response.” displaying an X in dark red. Review/ Retry button	[Feedback] Try again [Try again] Although accountability is a core value, it's centered on inner personal guidance. Leaders should always show respect and empathy towards others to ensure they feel heard and valued.	Incorrect, Although accountability is a core value, it's centered on inner personal guidance. click the x to try again.	This layer has the same built-in trigger that was originally on the built-in button on this layer.
Notes:			

Slide: [1.10] / Menu Title: Practicing Company Values			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
This is a Tab interaction that will	[Direction]	[Narrator]	When the timeline begins on this

take up the screen with 3 rectangular tabs on the top Set vertically. Directions will appear on the slide directly under the tabs and a white arrow will point up to the tabs. The text is in white font. The background is green tabs are medium green Each tab is labeled. when viewed reveals layers content. Each tab should be the same color and each tab's associated layer ("opens") should have the same background palette color as the tab for that section	Select each Tab to learn more about inclusion. When finished click the x in the top right-hand corner to close. Layer content: Each tab except tab 3 The Law has a picture of a workgroup, and tab 3 has a picture of two diverse people of any color. Set on a white background with a light green/ light orange border. The Text font is black [Tab number 1] Benefits of workplace inclusion Layer content: The Benefits of Workplace Inclusion • Higher retention rate • Innovation • Teammate engagement • Inclusive language • Performance increase [Tab number 2] Practice inclusion in the workplace Layer content: Examples of workplace inclusion • Nurturing empathetic Leadership • Offering employee development opportunities • Creating a sense of	The Benefits of Workplace Inclusion • Higher retention rate • Innovation • Teammate engagement • Inclusive language • Performance increase Examples of workplace inclusion • Nurturing empathetic Leadership • Offering employee development opportunities • Creating a sense of belonging The Law on Inclusion Title VII of the Civil Rights Act of 1964:This law prohibits employment discrimination based on race, color, religion, national origin or sex.	slide the next button will be hidden until all tabs are visited. The restriction box will be hidden when the audio completes. Each tab has a hover state and selected state. When the learner clicks on tab they open the corresponding layer. The next button will be normal when all the tabs have been visited. When the user clicks next jump to slide 1.11
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	belonging [Tab number 3] The Law Layer content: The Law on Inclusion Title VII of the Civil Rights Act of 1964: This law prohibits employment discrimination based on race, color, religion, national origin or sex.		
Notes:			

Slide: [1.11] / Menu Title: Drag and Drop			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The title bar on the left side of the screen is made with a custom shape. Bottom border is both the same color (choose a color from the style guide) Text in white font. Drag and Drop title: In a custom shape placed on the left side of the screen. [Scenario Drag item]	[Slide title] Benefits of an Inclusive Workplace [Direction] Drop each scenario into the correct bucket.	[VO audio] Now let's check your Knowledge. Drag each company benefit to the correct container below if you have placed the benefit in the incorrect container, it will turn red simply move it into the correct container to show green.	This slide is a drag-and-drop Drag items should appear in a scrambled order so they're not already sorted The direction will begin with VO when the timeline starts on this slide. Drag each company benefit to the correct container below if you have placed the benefit in the incorrect container, it will turn red

6 rectangular custom shapes, which should be a rounded rectangle. Drop targets will be cylinder shapes (about half the height of the space under the drop cards) in the same palette colors, labeled 'Not Inclusive' and 'Inclusive' The not-inclusive and Inclusive drop target will be placed in the center of the screen. Scenario Drag Item will be set in custom shapes and be set up above the drop targets. Inclusive drop cylinder target on the left and non-inclusive cylinder on the right side. Choose color from the style guide and custom shapes for drop targets and drop items. Scenario Drag items: • Innovation • Unconscious Bias • Higher rate of retention • Increased productivity • Organization objectives are met • Favoritism Drop Targets: • Inclusive (cylinder)			simply move it into the correct container to show green. When the timeline starts on this slide set the next button to hidden. When the VO ends on this slide set the state of the restriction box to hidden,(timed with vo) Set the state of the next button to normal when the timeline ends on this slide. When the user clicks next jump to the next slide.
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Non-Inclusive (cylinder) [Character] Sarah 3 poses. Pose 1) with a hand-out expression, casually dressed, pose 2) hand up explaining directions, and 3rd pose hand lower explaining directions timed with VO. The character poses will change position time with the VO.			
Notes:			

Slide: [1.12] / Menu Title: Knowledge Check 2			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background should be gray. Picture of diverse group hands making a fist in a circle on the left side of the screen next to answer option. Title bar set on left side of the screen custom shape with white font, question and answers option in black/white font. Question and multiple choice answer options centered on the screen underneath the question	[Slide title] Knowledge Check [Question2] As a leader, you've noticed that your team's productivity has significantly increased over the past quarter. Which benefit of an inclusive workplace does this scenario best illustrate? [Multiple-Choice Answer Choices]	let's check your understanding read the scenario then select the best answer from the options below.	let's check your understanding read the scenario then select the best answer from the options below.

Radio answer buttons should be the same color as the title bar. Choose color form style guide.	• Higher productivity (Correct) • Innovation • Engagement • Higher retention rate [Layer response]: Correct! Higher productivity, this illustrates that when teammates from diverse backgrounds collaborate, creates a more effective workplace, which results in increased productivity. Incorrect. Higher productivity is a benefit of teammates from diverse backgrounds collaborating as one team creates an environment for increased productivity. Try again. When teammates are happy and engage one of the benefits is higher productivity, collaborating as one team creates an environment for increased productivity.		
Notes:			

Slide: [1.12a] / Menu Title: Knowledge Check 2			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The background should be gray. Picture of diverse group hands making a fist in a circle on the	[slide title] Knowledge Check	Narrator Correct!	The Continue button will jump to slide 1.13

left side of the screen next to the answer option. The title bar is set on the left side of the screen custom shape with a white font, question and answers option is in black/white font. Correct" box that says, "That's right! You selected the correct response" Continue button.	[Feedback Text] That's right! You selected the correct response. Continue button.	Higher productivity, this illustrates that when teammates from diverse backgrounds collaborate, creates a more effective workplace, which results to increased productivity.	
Notes:			

Slide: [1.12b] / Menu Title: Knowledge Check 2			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The background should be gray. Picture of diverse group hands making a fist in a circle on the left side of the screen next to the answer option. The title bar is set on the left side of the screen custom shape with a white font, question and answers option is in black/white font. "Incorrect" box that says, "You did not select the correct response."	[Slide title] Incorrect [Feedback Text] You did not select the correct Response. Review/Retry	Narrator Incorrect. Higher productivity is a benefit of teammates from diverse backgrounds collaborating as one team creating an environment for increased productivity.	Show this layer if learner scores less than 4 out of 5 When learner clicks Retry jump to slide 1.12

Review/Retry			
Notes:			

Slide: [1.12c] / Menu Title: Knowledge Check 2			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background should be gray. Picture of diverse group hands making a fist in a circle on the left side of the screen next to answer option. Title bar set on left side of the screen custom shape with white font, question and answers option in black/white font. “Incorrect” box that says, “That is incorrect. Please try again.” Review/Retry	[Slide Title] Try Again [Feedback Text] That is incorrect. Please try again. Red “Incorrect” box that says, “That is incorrect. Please try again.” Review/Retry	Try again. Higher productivity is a benefit of teammates from diverse backgrounds collaborating as one team creating an environment for increased productivity.	This layer uses the same trigger that was originally on the built-in button on this layer. Allow 2 attempts. When the learner clicks Submit, it will either show the Correct, or Try Again feedback layer on the first attempt. After the second attempt the the learner will either see the corrector incorrect layer.
Notes:			

Slide: [1.13] / Menu Title: Practicing Inclusion	LO:
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The background is all white. The title bar on the left side of the screen extends midway across. No bottom border. 3 pictures aligned vertically of a diverse group of teammates collaborating. Subtitle made with a custom shape, set above flip picture cards (choose a color from the style guide)	[Slide title] Practicing Inclusion in the Workplace. [Subtitle] select each card to see inclusion in action. [Slide layer content] • In our meetings, everyone has a voice • We solicit the thoughts and ideas of our teammates to make business decisions • We encourage our teammates to be leaders in all they do	Practicing inclusion in the workplace is an integral part of our company's core values select each card to see inclusion in action.	This is a flip card interaction. Select each card to see inclusion in action. When the timeline starts on this slide set the next button to hidden. Set the state of the next button to normal when all the pictures are viewed. When the learner clicks on each picture a layer will show inclusion in action. Pictures are restricted until VO ends, with a, have a hover state and visited states. Learners can click buttons on any Order. The next button is disabled on this slide until all pictures have been visited The next button jumps to next slide.
Notes:			

Slide: [1.14] / Menu Title: Examples of Inclusion			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The background is White. The title bar is set on the left side of the screen midway across made with a custom shape., with no bottom border. Direction box with custom shape (Choose a color from the style guide) Text in white font. [Characters] Both are set in the middle of the screen (large size to knee length) Sarah is in a business suit with her hands on her hip Thomas is in a business suit with hands down by his side.	[slide title] Inclusion in action [Direction] Click on each teammate to see what they have to say. [Sarah] I wanted to take a course to develop my Instructional Design skills. My Manager helped me apply for the Hope scholarship and registered me for the course. [Thomas] My goal was to go into management, I shared it with my manager, and she immediately enrolled me in the Management program	Narrator VO Here at our organization, leaders prioritize inclusion. when helping teammates advance their careers, and offering professional development opportunities. Now, click on each teammate to see what they have to say. [Sarah VO] I wanted to take a course to develop my Instructional design skills. My Manager helped me apply for the Hope scholarship and register me for the course. [Thomas VO] My goal was to go into management. I shared it with my manager, and she immediately enrolled me in the management program.	Click on each teammate caption layer will show. Each character has a normal/visited state. Learner will be able to select characters in any order. When the VO ends on this slide ((timed with timeline) When the timeline starts on this layer set the next button to hidden Set the state of the next button to normal when both characters have been visited. [Trigger] When the learner clicks on Sarah show layer, set the state to visit When the learner clicks on Thomas show layer and set the state to visit. When the learner clicks next jump to slide 4.6
Notes:			

Slide: [1.15] / Menu Title: Knowledge Check 3	LO:
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background is gray The title border is set on the left side of the screen with a custom shape, with white text. The radio selection marker same color as the title border. The question/ answer text is black “Correct” box that says, “That’s right! You selected the correct response” with a dark green Continue button.	[slide title] Knowledge Check [Question 3] A project is at risk of failing due to the leader not meeting deadlines. What should the leader do to demonstrate accountability? Select the best answer option below: • Accept the responsibility for not meeting the deadline. Identify the problem and collaborate with his team to come up with a solution. [Correct] • Blame the teammates for the failure. • Take over the project and complete the task alone.	Narrator Now let's check your understanding read the scenario then select the best answer option from below.	The continue button will jump to slide 1.17
Notes:			

Slide: [1.16 a] / Menu Title: Knowledge Check 3			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

The background is gray. The title bar is set on the left side of the screen custom shape with a white font, question and answers option is in black/white font. Green “Correct” box that says, “That’s right! You selected the correct response” with a dark green Continue button.	[Slide title] Correct [Feedback Text] That’s right! You selected the correct response.	Narrator Correct! accepting responsibility for not meeting deadline, the leader is practicing a company core value.	The continue button will jump to slide 1.17
Notes:			

Slide: [1.16b] / Menu Title: Knowledge Check 3			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The background is gray. The title bar is set on the left side of the screen custom shape with a white font, question and answers option is in black/white font. Red “Incorrect” box that says, “That is incorrect. Please try again.” with a Continue button	[Slide title] Try Again [Feedback Text] That is incorrect. As leaders ensuring the success and well being of others ensures company success. Therefore accountability is the correct option. Accountability accepting responsibility for your actions and the success and well being of others.	Narrator Incorrect. Accountability is accepting responsibility for your actions, the well being and success of others.	Allow 2 attempts. When the learner clicks Submit, it will either show the Correct, or Try Again feedback layer on the first attempt. After the second attempt the the learner will either see the corrector incorrect layer

Notes:			

Slide: [1.16c] / Menu Title: Knowledge Check 3			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The background is gray. The title bar is set on the left side of the screen custom shape with a white font, question and answers option is in black/white font. Red “Incorrect” box that says, “That is incorrect. Please try again.” with a Continue button	[Slide title] Incorrect [Feedback Text] You did not select the correct response.	Narrator Incorrect. Accountability is accepting responsibility for your actions, the well being and success of others.	This layer uses the same trigger that was originally on the built-in button on this layer. Allow 2 attempts. When the learner clicks Submit, it will either show the Correct, or Try Again feedback layer on the first attempt. After the second attempt the the learner will either see the corrector incorrect layer
Notes:			

Slide: [1.17] / Menu Title: The Law			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background is white	[Slide title]]	Narrator	When the timeline starts on this

The title bar custom shape, is on the left side of the screen midway across. No bottom Border. (Choose a color from the style guide) Text white font Picture of work group collaborating. [Custom shape] Set with content text	The Law on Inclusion Content text: Title VII Civil Rights Act Title VII of the Civil Rights Act prohibits discrimination based on a person's race, color, religion, national origin, or sex. This Act created the most comprehensive civil rights legislation since the Reconstruction Era. Title VII has provided a vehicle for diverse employees to challenge the myriad inequalities within their workplaces.	The law on inclusion Title VII Civil Rights Act Title VII of the Civil Rights Act prohibits discrimination based on a person's race, color, religion, national origin, or sex. This Act created the most comprehensive civil rights legislation since the Reconstruction Era. Title VII has provided a vehicle for diverse employees to challenge the myriad inequalities within their workplaces.	slide set the next button to hidden. When the timeline ends on this slide set the next button to normal. The next button will jump to slide 1.18
Notes:			

Slide: [1.18] / Menu Title: Accordion			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
An accordion interaction will take up most of the screen below the title bar and directions The background is white, set with a picture representing Inclusion covering half of the screen 2 Tab accordion on the left side of the screen set horizontally on the side of the picture extending to the title bar.	[Slide title] Summary [Direction] Click on each tab to learn Tab 1: Benefits of an inclusive workplace include, but are not limited to : Higher retention rate	Narrator [closed cover audio] Now let's select each tab to recap what you have learned in this course. [Tab1: VO audio] benefits of an inclusive workplace. includes but not limited to:	The next button is hidden on this slide until 2 layers have been viewed. Base media will play when the timeline begins on this slide. Base layer audio will pause when the learner clicks on tab 1 or 2 (Timed with media on the timeline)

The title bar custom arrow shape, is on the left side of the screen midway across. No bottom Border. (Choose a color from the style guide) Text in white font on tabs and title bars. Layer content text is black Each tab has a semi-transparent picture representing an inclusive work group collaborating.	• Innovation • Teammate engagement • Inclusive language • Performance increase Tab 2: We have learned that inclusion in the workplace: • Leads to a nurturing empathetic leadership • Fosters employee development opportunities • Creates a sense of belonging	Higher retention rate Innovation Teammate engagement inclusive language and performance increase [Tab2: VO audio] We have learned that Inclusion in the workplace: leads to a nurturing empathetic leadership Fosters employee development opportunities and creates a sense of belonging	Audio will play inside the area that is the “cover” of the closed accordion. Tabs will not be clickable until the VO ends on this slide. The learner will be able to click on each tab in any order, the accordion will open, and show the corresponding slide layer. Each layer will show the accordion in the open position with content related to the tab title. When the state of all tabs is visited set the state of the next button to normal When the learner clicks next jump to slide 1.19
Notes:			

Slide: [1.19] / Menu Title: Quiz			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Solid background color with contrasting frame borders. Cover half of the screen, (choose color from style guide) exam direction set on left side of the screen. A picture of taking an exam should be placed on the right side of the screen	[Slide title] Quiz Time! [Body text] Now you have reached the end of this course, let's test your knowledge. There are 5 questions. To pass you	Narrator Now you have reached the end of this course, Let's test your knowledge. There are 5 questions, to pass you must receive a score of 80% You will have unlimited attempts	When the timeline begins Graded Quiz fades in from the top. Timed with VO. There are 5 questions, to pass you must receive a score of 80% [Fades in timed with VO]

. Custom start button with hover state centered underneath directions. [Body text] Now you have reached the end of this course, let's test your knowledge. There are 5 questions. To pass you must receive a score of 80%. You will have unlimited attempts to pass. If you're ready to begin, [Direction] click Start. Start button [Results slide] Congratulations	must receive a score of 80%. You will have unlimited attempts to pass. If you're ready to begin, [Direction] click Start. Start button Quiz results Congratulations	to pass. if you are ready to begin click start.	You will have unlimited attempts to pass. [Fades in timed with VO] Learner can begin the quiz by clicking on the start button. Quiz will jump to next slide
Notes:			

Slide: [1.20] / Menu Title: Multiple Choice Question [hidden from Menu]			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

All 5 assessment question slides have the same layout and formatting. Solid gray background. Top and bottom border with black text. “QUESTION #” appears at the top Of screen The scenario question appears below the border Multiple choice options are below	[Slide Title] QUESTION 1 [Directions] Select an answer and then click SUBMIT [Scenario] Sarah, a team leader receives praise from upper management for her team’s exceptional performance. [Question] How should Sarah demonstrate humility? [Answer options] • Downplay the team’s achievement • Acknowledge the team’s effort and share the credit with them [Correct answer] • Sarah should accept all the praise for herself		Score by question with 1 attempt for each quiz question as the learner progresses through the quiz. They will be able to retake the entire quiz at the end if they do not pass. Results slide 3.7 graded quiz 80% passing required multiple choice. When the learner clicks Submit, submit multiple choice and advance to the next slide. The learner should not get immediate feedback with Correct and Incorrect layers. They should answer all the questions sequentially FIRST in the graded assessment, then receive their score on the results slide. If learners do not pass they can review the quiz and or retake the quiz.
Notes:			

Slide: [1.21] / Menu Title: Multiple Choice Question [hidden from Menu]			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
All 5 assessment question slides have the same layout and formatting. Solid gray background. Top and bottom border with black text. “QUESTION #” appears at the top Of screen The scenario question appears below the border Multiply choice options are below	[Slide Title] QUESTION 2 [Directions] Select an answer and then click SUBMIT [Scenario] You are a team leader at your company. Your team is diverse, with members from different backgrounds, and experiences. You’ve noticed some teammates are not participating in team decision-making processes. You want to ensure everyone feels included and valued. [Question] Which of the following strategies would you implement to create an inclusive environment? Select all that apply. [Answer options] - Encourage open and respectful communication [Correct answer] - Assign tasks based on stereotypes - Ignore conflicts between		Same settings for Slides 1.20, 1.21, 1.22, 1.23,1.24 and 1.25

	team members Value and respect all teammate's ideas and perspectives		
Notes:			

Slide: [1.22] / Menu Title: Multiple Choice Question [hidden from Menu]			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

All 5 assessment question slides have the same layout and formatting. Solid gray background. Top and bottom border with black text. “QUESTION #” appears at the top Of screen The scenario question appears below the border Multiply choice options are below	[Slide Title] QUESTION 3 [Directions] Select an answer and then click SUBMIT [Scenario] During a team meeting, Alex a new team member, is hesitant to share his ideas. [Question] What should the leader do to ensure inclusion? [Answer options] • Ignore Alex’s hesitation and proceed with the meeting • Encourage Alex to share his ideas and ensure everyone on the team [Correct answer] • shows him respect • Ask Alex to share his ideas only after the meeting		Same settings for Slides 1.20, 1.21, 1.22, 1.23,1.24 and 1.25
Notes:			

Slide: [1.23] / Menu Title: Multiple Choice Question [hidden from Menu]			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
All 5 assessment question slides have the same layout and formatting. Solid gray background. Top and bottom border with black text. “QUESTION #” appears at the top Of screen The scenario question appears below the border Multiply choice options are below	[Slide Title] QUESTION 4 [Directions] Select an answer and then click SUBMIT [Scenario] As a leader, John notices that he made a mistake in a project that could potentially affect the outcome. [Question] What should John do to demonstrate honesty? [Answer options] • Ignore the mistake and hope it does not affect the project • Address the mistake openly, discuss it with the team, and find a solution [Correct] • Blame the mistake on external factors		Same settings for Slides 1.20, 1.21, 1.22, 1.23,1.24 and 1.25
Notes:			

Slide: [1.24] / Menu Title: Multiple Choice Question [hidden from Menu]			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
All 5 assessment question slides have the same layout and formatting. Solid gray background. Top and bottom border with black text. “QUESTION #” appears at the top Of screen The scenario question appears below the border Multiply choice options are below	[Slide Title] QUESTION 5 [Directions] Select an answer and then click SUBMIT [Scenario] You, a team lead with members from different backgrounds, have noticed several situations that are not aligned with company values. You must ensure everyone feels included and valued. [Question] Match the appropriate inclusive strategy on the left, to address the situations on the right. [Answer options] 1.Value and respect all teammates ideas (1a.)A teammate idea gets overlooked during a meeting 2.Encourage open and respectful communication (2.a)Some teammates are not comfortable expressing their view during meetings 3. Establish Clear communication		Same settings for Slides 1.20, 1.21, 1.22, 1.23,1.24 and 1.25

	guidelines (3a.)A teammate consistently interrupts others during discussions 4.Nurture a atmosphere of collaboration an teammate bonding (4a.)Teammates are forming cliques based on their shared backgrounds		
Notes:			

Slide:[1.25]Menu Title: Quiz Results [hidden from Menu]			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background on base layer set with semi-transparent image of group taking a exam. Slide title at top left of slide. Directions directly on title border. (choose color from style guide) Text black font “Your Score” and “Passing Score” Square box in the middle in a different palette color & will contain the message for pass or fail. Underneath the square are side-by-side buttons in the same palette colors. One to Review answers, and one to Retake the quiz.	[Slide title] Quiz Results [Directions] After you have reviewed your score, click next to continue. [Square 1] Your Score: XX% [Square 3] Passing Score: 80% [Buttons] • Review • Retry		Do not show points variable reference. Built in graded quiz variable reference displays learner score where 0% appears on slide. Review button shows correct/incorrect response when Reviewing. Retry button resets quiz and jumps to slide 1.20 Next button is hidden on this slide.

Notes:

Slide:[1.26a] Menu Title: Quiz Results [hidden from Menu]			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background on base layer set with semi-transparent image of group taking a exam. Slide title at top left of slide. Directions directly on title border. (choose color from style guide) Text black font “Your Score” and “Passing Score” Square box in the middle in a different palette color & will contain the message for pass or fail. Underneath the square are side-by-side buttons in the same palette colors. One to Review answers, and one to Retake the quiz.	[Slide Title layers] Quiz results (Pass/ Fail) [Directions base layer] Review your score. [base layer] Your Score: XX% click NEXT to continue. [base layer] Passing Score: 80% [Button from base layer] Continue/Review Fail Review/ Retry CONGRATS You’ve passed this course.		Success layer when timeline starts if results are equal to or greater than the passing score. Character: Sarah is placed on the left side of the slide in an excited Pose with her hands up. Results appear in the circles on the right side of the slide. Continue button on bottom Centered on the slide, all content should be aligned in center of screen Show Failure layer when timeline starts if results are less than passing score. Character: Sarah is placed on the left side of the slide sad pose.with arms crossed. Base layer will be visible (show through) from Success or Failure slide layers. Circle 1 = Results variable reference shows the percent score only. Do not show points variable reference.

			Built in graded quiz variable reference displays learner score where 0% appears on slide. Review button shows correct/incorrect response when Reviewing. Retry button resets quiz 1.20 Next button is hidden on this slide.
Notes:			

Slide:[1.27] Menu Title: Summary			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background all white with title border text is black font No bottom border. [Character] Sarah in business suit has 3 poses 1.)Talking with arm extended out pose 2.) talking with hand up explaining and pose 3.) hand lower explaining	[Slide title]] Summary [Subtitle] In this course you have learned how to: [Recap objectives] • Implement inclusive strategies to create an integrated workplace • Practice company core values in the workplace	Narrator In this course,you have learn how to: Implement inclusive strategies to create an integrated workplace and Practice company core values in the workplace.	Objectives fade in timed with VO starts, In this course, you have learned how to: Sarah poses changes with each objective timed with VO. Next button jumps to slide 1.19
Notes:			

Slide: [] / Menu Title: Conclusion			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background all white with title border text is black font No bottom border. [Button] Exit Course	[Slide title] Congratulations! You have successfully completed this course. You are now in a better position to implement inclusion in your workplace. Exit Course	Congratulations you have successfully completed this course you are now in a better position to implement inclusion in your workplace. select the exit button to leave this course	There is no animation/ Interaction on this slide.
Notes:			

Slide: [] / Menu Title:			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
	[Slide title]		

Notes: