Office Plants: More than Décor: Design Document

Business Purpose	The presence and even lowkey maintenance of potted plants, mosses, and even trees in the workplace has been scientifically proven to increase workplace health and wellness, creative productivity, and sound absorption while lessening chronic fatigue, anxiety, and even energy use. Despite these findings, many workplaces and home-office individuals neglect to attempt installation due to varying fears of lighting, potential pests, illness, maintenance during time away from the office, and many more common frequently postulated concerns. This module will discuss and clarify these FAQ's and provide a basis of information necessary to incorporate biophilia into any corporate or home-office environment to boost productivity and environmental factors of the workplace.
Target Audience *Training Time*	Community Managers in the workplace, corporate office managers nationwide, freelance/contract employees, and Environmental Workplace Managers. **15-20 minutes**
Training Recommendation	-1 L2 eLearning course reviewing benefits of workplace biophilic design, basics to plant care and maintenance, and varieties available for beginners. This will be hosted and primarily developed in Articulate Rise, with module accents and interactions assistance provided by Articulate Storyline, Canva, and Procreate. This will best accommodate learners accessing course information in alternating device formats in varying locations in the U.S. and worldwide. -A job-aid print-out or poster with a quick-reference guide to solving common beginner FAQs. -Workplace analysis using environmental design checklist.
Deliverables	▪ 1 storyboard outlining the Office Plants: More than Décor course module. ▪ 1 15–20-minute eLearning module developed in Articulate Rise, with assistance from Articulate Storyline, Canva, and Procreate. Module will include the following: *-3 Topic Sections* *-2 Knowledge Checks (Graded, no point value)* *-1 Summative Final Assessment (Graded, no pt. value)* ▪ 1 Quick-Reference Print Out for the individual office or community maintenance round organizer ▪ Final Assessment
Learning Objectives	**By the end of the course, learners will be capable of:** 1. *Identifying social, mental, and physical workplace benefits associated with implementation and maintenance of biophilic design.*

	2. *Identifying the primary requirements for the maintenance and well-being of plants in the space of the corporate- and home-office.*
	3. *Differentiating office environment lighting conditions as "bright direct light", "bright indirect light", "moderate indirect light", and "low indirect light" in relation to plant requirements.*
	4. *Incorporating corrective measure practices towards the 3 most common signs and symptoms of plant distress.*
	5. *Choosing proper beginner workplace foliage for given/desired environmental variables.*

Training Outline	**Introduction**
	
	- Purpose
	
	- Objectives
	
	- Checklist
	
	Topic 1: Plant Requirements
	
	Identification of the 3 main criteria for the survival of plants, with differentiation of watering, soil, and lighting requirements:
	
	    Soil (components of well-aerated and nutrient-rich substrate)
	
	    Light (Bright Direct Light [BDI], Bright Indirect Light (BIL), Moderate Indirect Light [MIL], and Low Indirect Light [LIL])
	
	    Water (Frequent, Biweekly, Infrequently)
	
	    *Fertilizer (Optional)
	
	- Knowledge Check #1: Select the Box(es); Lighting Categories
	
	Topic 2: Upkeep and Care
	
	Analyzation and Assessment of the health maintenance requirements of all office plants via common helpful practices and maintenance routines.
	
	    Soil Texture (identification of dry, compacted, or water-logged soil)
	
	    Light Consistency/Dust Build-Up (Light Tests, routine dusting of leaves)
	
	    Pruning(routine selective cutting, curation of decorative growth)
	
	Knowledge Check #2, A: Multiple Choice; Plant Care
	
	Knowledge Check #2, B: Fill in the Blank; Maintenance Routines
	
	Topic 3: Common Workplace Varietals
	
	An introduction to the identification of beginner-friendly botanicals vs money-pit problem plants of the workplace.
	
	- **Environment**
	
	    BDL (Full Sun): Cacti, succulents, aloe vera

	BIL, MIL (Filtered Sun, Partial Shade): Monstera, Bromeliads, ivy, spider plants, peace lilies, lavender LIL (Full Shade/Low Sun): Pothos, snake plants, bamboo, kentia, phytonia ▪ **Non-beginner-Friendly Plants**: Orchids, FiddleLeaf Figs, String-of-"Anything", Bonsai **Summative Quiz** **Congratulations** ▪ Summary
Assessment Plan	1 Summative Assessment: 6-Question quiz covering all topics listed in the Objectives, with unlimited attempts and a graded, non-point value format. Question Varieties: multiple-choice, check the box, matching. Feedback: Given after each individual question submissions.