

Managing Workplace Stress

Target Audience: Current and Future project managers at Plan4Demand

Learning Objectives:

1. Recognize signs and causes of workplace stress
2. List benefits of managing workplace stress
3. Identify actions to take at work and outside of work to reduce workplace stress
4. State strategies to use when experiencing workplace stress

Seat Time: 20 minutes

Outline:

- Welcome
- Navigation
- Avatar Introduction
- Objectives
- What is workplace stress
- Physical/emotional signs stress
- Causes of workplace stress
- Benefits of managing stress
- Knowledge check
- Setting up your workspace
- Actions to take at work
- Actions to take outside of work
- Knowledge check
- Calming strategies to try
- Quiz
- Summary
- Conclusion

Font: Open Sans

Color Palette:



Avatars: 2 avatars- 1 to represent project manager Matt, and 1 to represent co-worker Anna

General Directions/Comments:

- All slides and layers will have a light-colored background, and a top and bottom border using shades from the color palette above, unless otherwise noted
- Slide numbers with letters (ex. 1.8a) indicate layers for a given slide
- Text in [brackets] should not appear on the slide or be recorded in voiceover (VO)
- Seekbar is visible and controllable on all slides and layers

SME/Client: Please provide feedback or questions in the section marked “notes” under each slide description.
Please review and return document feedback by Thursday, September 15th.

Slide 1.1 Menu Title: Welcome			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Photographic Image of a person working in an office looking stressed, semitransparent No top/bottom borders	[Slide Title] Managing Stress in the Workplace [Buttons] Navigation Start	[Narrator] Welcome to Managing Stress in the Workplace, A course designed to help today's adult worker minimize and cope with the effects of stress at work If you would like some guidance with navigating the course, click the navigation button. If you are comfortable with the course navigation player, click the start button to begin. When you're ready, let's get started!	Navigation and Start buttons will fade in timed with VO Navigation button jumps to slide 1.2 Start button jumps to slide 1.3
Notes from viewer:			

Slide 1.2 Menu Title: Navigation			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: A photo of a group of people in an office setting, centered on slide, semitransparent, with soft edge border	[Slide Title] Navigation [Player labels] Previous Next Accessibility	[Narrator] Please take a moment to review the course player so you feel comfortable navigating through the course. If you already know your way around, you may click next, and continue to the next slide.	Player labels will fade in timed with VO Next button takes learner to next slide, 1.3

All captions will point to their player features Top border only (using a palette color), no bottom border	Volume Replay Seekbar Play/Pause Menu	If you'd like to go backward or forward in the course, click the previous or next buttons. Accessibility options are located here. To adjust the volume, click the volume icon. Click the replay button to see the entire slide again, or adjust the seekbar at any time to review just a portion of the slide. You can pause the player here. Click the same button to resume play. Finally, you may revisit a slide by using the menu at the left.	
Notes from viewer:			

Slide 1.3 Menu Title: Introduction			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Photographic image of an office. Top and bottom border (this border will continue on all future slides unless noted)	[Slide Title] Introduction [Anna caption] Good morning, Matt! [Matt caption] Good morning, Anna...	[Anna] Good morning, Matt! [Matt] Good morning, Anna... [Anna] Everything ok? You look upset?	Captions fade in and out timed with VO The next button is disabled until the timeline ends on the slide

2 avatars, centered on screen, having a conversation using captions. Matt (project manager) stands on left side, and appears stressed, Anna (co-worker) is on right side of screen facing him and appears neutral. Caption bubbles will appear between Matt and Anna to track their conversation.	[Anna caption] Everything ok? You look upset? [Matt caption] I'm ok. I've just got so much work to do, and I'm feeling really overwhelmed. I've been putting this project off for days because I don't know how to start it, the deadline is coming up soon, and this headache is killing me today! [Anna caption] It sounds like you're feeling a lot of stress right now. I think I have some ideas that might help!	[Matt] I'm ok. I've just got so much work to do, and I'm feeling really overwhelmed. I've been putting this project off for days because I don't know how to start it, and the deadline is coming up soon. Plus, this headache is killing me today! [Anna] It sounds like you're feeling a lot of stress right now. I think I have some ideas that might help! [Narrator] When you're ready, click the next button to learn about strategies Matt can use to minimize his stress at work	Next button takes learner to slide 1.4
Notes from viewer:			

Slide 1.4 Menu Title: Objectives			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: The screen will be split in half. On the left side, there will be a light-colored background,	[Slide Title] Objectives By the end of this course, you will be able to:	[Narrator] Workplace stress is a common occurrence, and many feel the effects of stress on a daily basis.	Next button will be disabled until timeline ends.

using a palette color. The numbered objectives will be listed on this side. On the right half there will be a photographic image of a person working at a desk, looking stressed. Top border, no bottom	1. Recognize signs and causes of workplace stress 2. List benefits of managing workplace stress 3. Identify actions to take at work and outside of work to reduce workplace stress 4. State strategies to use when experiencing workplace stress	By the end of this course, you will be able to: 1. Recognize signs and causes of workplace stress, 2. List benefits of managing workplace stress. 3. Identify actions to take at work and outside of work to reduce workplace stress, 4. State strategies to use when experiencing workplace stress.	Photo will fade in slowly (6 second fade in) as introduction is playing. Objectives will fade in with VO Next button takes learner to 1.5
Notes:			

Slide 1.5 Menu Title: What is workplace stress?			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Light colored background (using palette colors) with a top and bottom border also using palette colors. Slide text will be inside a rectangle frame on the top half of the slide.	[Slide Title] What is workplace stress? Workplace stress is a physical or emotional response to a situation at work.	[Narrator] Workplace stress is a physical or emotional response to a situation at work. Your body may show obvious signs of stress that you or others can	Next button will be hidden on this slide. Slide text will fade in with VO “Physical stress” picture will fade in as VO says “physical” and “emotional stress” photo

2 photographic images will be placed near each other on the bottom. One will represent a physical sign of stress (ex: headache), and one will represent an emotional sign of stress (ex: anger).	Click Continue when you're ready to learn about the physical and emotional signs of stress!	see, or these signs may be more subtle. Click next to learn a variety of ways that people may show they are feeling stress.	will fade in as VO says "emotional." Continue button fades in with VO Continue button takes learner to slide 1.6
Notes:			
Slide 1.6			
Menu Title: Physical signs of stress			Related Objective: #1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Use the same background color and borders as previous slides. Matt avatar on left side of screen in a presenting pose Anna avatar on right side of screen in a presenting pose Physical signs of workplace stress will show between avatars. Text will be centered.	[Title] Physical signs of stress There are many physical signs of workplace stress. Headaches Muscle aches Sweating Difficulty Breathing Chest Pains and Panic Attacks	[Narrator] Physical signs of stress present themselves in ways you can physically see or feel in your body. There are many physical signs of workplace stress. They include: headaches, muscle aches, sweating, difficulty breathing, chest pains, and panic attacks.	Next button disabled until timeline ends. Photo will fade out as opening VO completes introduction, lasting approx. 5 secs "There are many physical signs..." text will fade in timed to VO Matt and Anna avatars will fade in, timed to "they

An enlarged version of the “physical” photographic image from slide 1.5 (semitransparent) will overlay the signs of stress, covering most of the slide as it begins.		Click Next to learn about the emotional signs of stress.	include” from VO (before the list of signs begins to fade in) Each of the physical signs will fade in timed to its place in VO Next button takes learner to 1.7
Notes:			

Slide 1.7 Menu Title: Emotional signs of stress			Related Objective: #1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: This slide is similar to 1.6 Use the same background color as previous slides Matt avatar on left side of screen in a presenting pose Anna avatar on right side of screen in a presenting pose	[Title] Emotional signs of stress There are many emotional signs of workplace stress. Irritability Anxiousness Impatience Anger Sadness Feeling overwhelmed	[Narrator] Emotional signs of stress present themselves as FEELINGS. There are many emotional signs of workplace stress. They include irritability, anxiousness, impatience, anger, sadness, and feeling overwhelmed. When you’re ready, click next and let’s learn about some of	Next button disabled at until timeline ends. Photo will fade out as opening VO completes introduction (approx. 5 second fade) “There are many physical signs...” text will fade in timed to VO Matt and Anna avatars will fade in, timed to “they

Emotional signs of workplace stress will show between avatars. Text will be centered. An enlarged version of the “emotional” photographic image from slide 1.5 (semitransparent) will overlay the signs of stress, covering most of the slide as it begins		the CAUSES of workplace stress.	include” from VO (before the list of signs begins to fade in) Each of the emotional signs will fade in timed to its place in VO Next button takes learner to 1.8
Notes:			

Slide 1.8			Related Objective: #1
Menu Title: Causes of workplace stress			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Use the same background color as previous slides. Most of the screen will be covered with a 3-tab interaction. The tabs will be buttons set up side by side in palette colors. A photographic image of a stressed-looking employee will sit just below the three tab	[Slide Title] Causes of workplace stress There are many causes for workplace stress. Here are three of the most common. Click on each tab to learn more. [Tab/Button 1]	[Narrator] There are many causes for workplace stress. Here are three of the most common: work life balance, lack of control, and workplace culture. Click on each tab to learn more about each cause	Next button is disabled until the state of each button/tab is visited, and the timeline ends on each slide layer. Slide text will fade in with VO Buttons will fade in with VO The learner is free to click on tabs in any order When learner clicks button 1, workload, they are taken to layer 1.8a

buttons, covering about one half of the slide. A transparent rectangle will cover the buttons to avoid them being clicked until just before the timeline on the slide ends.	Workload [Tab/Button 2] Lack of Control [Tab/Button 3] Workplace Culture	Click the Next button below when you're finished.	When learner clicks button 2, lack of control, they are taken to layer 1.8b When learner clicks button 3, Workplace Culture, they are taken to layer 1.8c Next button takes learner to 1.9
Notes:			

Slide 1.8a			Related Objective: #1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Use the same background as previous slides. This layer is enlarged version of the tabbed interaction from the base layer, and it shows "workload." A rectangle the same color as the workload tab will sit below all 3 tabs. A photographic image showing a heavy workload (ex: a desk piled high with papers) will be on the left, filling almost half the rectangle.	[Slide Title] Causes of workplace stress [bulleted list] • Long hours • Heavy Workload • Tight Deadlines	[Narrator] Many employees feel that long hours, a heavy workload, and tight deadlines get in the way of their work-life balance. These factors can lead to increased workplace stress.	Slide text will fade in with VO Learner will automatically return to the base layer when the timeline ends on this layer.

The 3 bulleted details will appear to the right of the photo image. A transparent rectangle will cover the buttons to avoid them being clicked until just before the timeline on the layer ends.			
Notes:			

Slide 1.8b			Related Objective: #1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Use the same background color as previous slides. This layer is enlarged version of the tabbed interaction from the base layer, and it shows “Lack of Control.” A rectangle the same color as the lack of control tab will sit below all 3 tabs. A photographic image showing managers/bosses will be on the left, filling almost half the rectangle. The 3 bulleted details will appear to the right of the photo image. A transparent rectangle will cover the buttons to avoid them being clicked until just before the timeline on the layer ends.	[Slide Title] Causes of workplace stress [bulleted list] • Decision making • Changes to organization/job requirements • Job insecurity	[Narrator] Feeling like they have little control over their working environment causes stress for many workers . They may feel like they do not have a say in the decision making processes affecting them and the way they do their job. There may be sudden changes to their company, or maybe to their specific job requirements. There	Slide text will fade in with VO Learner will return to the base layer when the timeline ends on this layer.

		may be fear of lay-offs or downsizing, resulting in job insecurity. Each of these factors can lead to increased workplace stress	
Notes:			

Slide 1.8c		Related Objective: #1	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Use the same background color as previous slides. This layer is enlarged version of the tabbed interaction from the base layer, and it shows “Workplace Culture.” A rectangle the same color as the Workplace Culture tab will sit below all 3 tabs. A photographic image showing poor work culture (ex: harassment, gossiping, etc.) will be on the left, filling almost half the rectangle.	[Slide Title] Causes of workplace stress [bulleted list] ● Poor relationships ● Poor communication ● Bullying/Harassment	[Narrator] Some employees feel they work in a toxic environment. They feel they have poor relationships with management or coworkers, that others are too demanding, or that there is poor communication in the organization. They may also believe there is bullying or harassment occurring at work. All these factors can lead to increased workplace stress.	Slide text will fade in with VO Learner will return to the base layer when the timeline ends on this layer.

A transparent rectangle will cover the buttons to avoid them being clicked until just before the timeline on the slide ends. The 3 bulleted details will appear to the right of the photo image.			
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Slide 1.9				Related Objective: #2
Menu Title: Benefits of managing stress				
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
Background: Use the same background as previous slides. There will be 6 small photographic images, each showing a preview to one of the benefits of managing stress. Each picture is a button that will take the learner to a different layer when clicked. Images should relate to the following ideas 1. Improved morale/job satisfaction 2. Increased engagement/productivity	[Slide Title] Benefits of managing stress There are many benefits to managing workplace stress. Click on each picture to learn some of them. Click next to continue.	[Narrator] There are many benefits to managing workplace stress. Click on each picture to learn about some of these benefits. When you're done, click the next button below to continue.	Next button will be disabled when timeline starts on this slide. Next button will return to normal when timeline of slide ends and all pictures have been visited Next button will take learner to next slide 1.9 Text will fade in with VO Clicking on "Improved morale/job satisfaction" picture (button) will take learner to layer 1.9a Clicking on "Increased engagement/productivity" picture (button) will take learner to layer 1.9b Clicking on "Decreased absenteeism/turnover" picture (button) will take learner to layer 1.9c	

3. Decreased absenteeism/turnover 4. Fewer mistakes 5. Improved physical/mental health 6. Strong work culture A transparent rectangle will cover the images/buttons to avoid them being clicked until just before the timeline on the slide ends.			Clicking on “Fewer mistakes” picture (button) will take learner to layer 1.9d clicking on “Improved physical/mental health” picture (button) will take learner to layer 1.9e Clicking on “Strong work culture” picture (button) will take learner to layer 1.9f
Notes:			

Slide 1.9a			Related Objective: #2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Use the same background as previous slides. Use the same “Improved Morale and Job Satisfaction” image from base layer. Enlarge image so it covers most of the screen.	[Slide Title] Benefits of managing stress Improved Morale and Job Satisfaction	[Narrator] When employees feel less stress they are often happier, which leads to increased morale and higher job satisfaction.	Learner will automatically return to base layer when timeline ends on the layer

Improved Morale and Job Satisfaction (title) should be above image			
Notes:			

Slide 1.9b			Related Objective: #2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Use the same background as previous slides. Use the same “Increased Engagement/productivity” image from base layer. Enlarge image so it covers most of the screen. Increased Engagement and Productivity (title) should be above image	[Slide Title] Benefits of managing stress Increased Engagement and Productivity	[Narrator] When people are less distracted by stressful feelings, they can become more engaged in their work, resulting in increased productivity.	Learner will automatically return to base layer when timeline ends on the layer
Notes:			

Slide 1.9c			Related Objective: #2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Use the same background as previous slides.	[Slide Title] Benefits of managing stress	[Narrator] When employees feel happy and less stressed at work, they are more likely to enjoy coming to work!	Learner will automatically return to base layer when timeline ends on the layer

Use the same “Decreased Absenteeism/Turnover” image from base layer. Enlarge image so it covers most of the screen. Decreased Absenteeism and Turnover (title) should be above image	Decreased Absenteeism and Turnover	As a result, both absenteeism and staff turnover decrease.	
Notes:			

Slide 1.9d			Related Objective: #2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Use the same background as previous slides. Use the same “Fewer mistakes and injuries” image from base layer. Enlarge image so it covers most of the screen. Fewer Mistakes and Injuries (title) should be above image	[Slide Title] Benefits of managing stress Fewer Mistakes and Injuries	[Narrator] When people are less distracted by stressful feelings, they are able to better focus on their work. As a result, fewer mistakes are made, and fewer injuries are reported.	Learner will automatically return to base layer when timeline ends on the layer
Notes:			

Slide 1.9e			Related Objective: #2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Use the same background as previous slides.	[Slide Title] Benefits of managing stress	[Narrator] When people are less distracted by stressful feelings,	Learner will automatically return to base layer when timeline ends on the layer

Use the same “Improved Health” image from base layer. Enlarge image so it covers most of the screen. Improved Health (title) should be above image	Improved Health	they are able to better focus on their work. As a result, fewer mistakes are made, and fewer injuries are reported.	
Notes:			

Slide 1.9f			Related Objective: #2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Use the same background as previous slides. Use the same “Strong Work Culture” image from base layer. Enlarge image so it covers most of the screen. Increased Collaboration and Strong Work Culture (title) should be above image	[Slide Title] Benefits of managing stress Increased Collaboration and Strong Work Culture	[Narrator] Less stress often means people feel calmer and happier. They are more likely to work successfully together. There is a higher level of collaboration, often resulting in a stronger, more positive work culture.	Learner will automatically return to base layer when timeline ends on the layer
Notes:			

Slide 1.10 Menu Title: Knowledge Check		Related Objectives: #1, #2	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Matching Drag and Drop interactive. Learner will match beginning and ending of statements about stress. Background: White background with same borders as previous slides. Insert a “quiz” image in the bottom left corner (question mark, lightbulb, etc.) Transparent rectangle over all draggable parts until timeline is nearly over. Standard “Try Again” and “Correct” Feedback layers Learner will have 2 attempts to match sentence parts correctly. If both attempts are unsuccessful, then “Incorrect” layer will show a special feedback slide (1.10a).	[Slide Title] Knowledge Check Drag the end of each sentence to the correct beginning to show what you’ve learned so far. [Split the following sentences between the “choice” and “match” sections of the form view. Split as indicated by the “/” sign] [A] Workplace stress is / a physical or emotional reaction to something at work. [B]Some physical signs of workplace stress are / headaches, muscle aches, and sweating. [C] Some emotional signs of workplace stress are / irritability, anxiousness, and sadness. [D]Some causes of workplace stress are / high workloads, lack of control, and poor work culture. [E] Some benefits of managing workplace stress include / decreased absenteeism, increased morale, and improved health. Click Submit when done	[Narrator] Now let’s take a break to see what you’ve learned. Drag the end of each sentence to the correct beginning to create a true statement about workplace stress. Click submit when done.	Slide text fades in with VO Submit button will take learner to Correct or Try Again layer Continue button on “Correct” layer will take learner to next slide 1.11 Clicking Try Again button will hide layer for learner to try again.

Notes:

Slide 1.10a		Related Objectives: #1, #2	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Plain white background with borders Each sentence is typed in a different color to help learner differentiate ideas. Continue button placed below all sentences.	[Slide Title] Knowledge Check Incorrect- Here are the correct answers Workplace stress is a physical or emotional reaction to something at work. Some physical signs of workplace stress are headaches, muscle aches, and sweating. Some emotional signs of workplace stress are irritability, anxiousness, and sadness. Some causes of workplace stress are high workloads, lack of control, and poor work culture. Some benefits of managing workplace stress include decreased absenteeism,	[Narrator] Here are the correct answers Workplace stress is a physical or emotional reaction to something at work. Some physical signs of workplace stress are headaches, muscle aches, and sweating. Some emotional signs of workplace stress are irritability, anxiousness, and sadness. Some causes of workplace stress are high workloads, lack of control, and poor work culture. Some benefits of managing workplace stress include decreased absenteeism, increased morale, and improved health.	Each sentence fades in with VO Continue button takes learner to slide 1.11

	increased morale, and improved health. [button] Continue		
Notes:			

Slide 1.11 Menu Title: Setting up your workspace			Related Objective: #3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Photographic image of an office Markers/icons on the following items: Chair Desk Plant Window Picture/artwork Shelf/filing cabinet/etc. (to represent being organized) A transparent box will sit over all icons until timeline is almost	[Slide Title] Setting up your workspace Hover over each red dot to learn more. [As you hover over markers, a corresponding text box will show] [chair] Sit in a comfortable chair. [clean desk] De-clutter your workspace. [plant] Get a plant.	[Narrator] There are many strategies you can use when setting up your workspace to help minimize workplace stress. Hover over each red dot to see some of them. .	Next button is disabled when timeline begins on the slide. Next button returns to normal after all markers/icons have been visited Next button takes learner to next slide, 1.12

finished to prevent learners from clicking too early.	[window] Maximize natural lighting. [picture/artwork] Display pictures/decorations that make you feel happy. [shelf/filing cabinet] Get organized.		
Notes:			

Slide 1.12			Related Objective: #3
Menu Title: Actions to take at work			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Use the same background as previous slides, including top and bottom border. 4 small photographic images representing the following actions arranged vertically down the left side of the slide.	[Slide Title] Actions to take at work [Each word below is in large font, each in a different palette color.] Prioritize Minimize Interruptions	[Narrator] There are MANY things you can do at work each day to help minimize your stress. The following are 4 easy strategies to try. Prioritize Think about your daily tasks. Decide what's most important and do it first! Minimize Interruptions Move your cell phone away from your desk. Turn the ringer off or Turn "Do Not Disturb" on. Turn off email notifications	Next button is disabled when the timeline starts. Next button returns to normal when the timeline nears the end of the slide. Images on the left all fade in together as timeline begins. Slide text flies in from right timed to VO.

Prioritize Minimize Interruptions Take Breaks Plan Ahead	Take Breaks Plan Ahead	Take Breaks Stand up and stretch, take a quick walk, or eat a quick snack. Give your body and brain a little break! Plan ahead Think about tomorrow's schedule. Is there anything you need to do to make sure you're ready for the next day before you leave? Incorporating these 4 simple strategies can make your work days less stressful and more productive!	Next button takes learner to next slide, 1.13.
Notes:			

Slide 1.13			Related Objective: #3
Menu Title: Actions to take outside of work			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Use the same background as previous slides. Matt avatar on left side of screen in a neutral pose Anna avatar on right side of screen in a neutral pose	[Slide Title] Actions to take outside of work Click on each number in order to learn more about each section. 1. Eat healthy food 2. Exercise 3. Set home/work boundaries	[Narrator] There are also many things you can do OUTSIDE of work to minimize the stress you feel AT work. Click on each of the numbers in order to learn about 6 of them.	Next button is disabled when timeline starts. Buttons/circles 1-6 are disabled when timeline starts. Button/circle 1 changes to normal when timelines ends on base slide When clicked: Button/circle 1 jumps to layer 1.13a

The 6 actions will appear in a numbered list between the avatars. Each numbered circle (1-6) is a button jumping to a separate layer. Directions appear above the list.	4. Do something you enjoy 5. Connect with other people 6. Get a good night's sleep		Button/circle 2 jumps to layer 1.13b Button/circle 3 jumps to layer 1.13c Button/circle 4 jumps to layer 1.13d Button/circle 5 jumps to layer 1.13e Button/circle 6 jumps to layer 1.13f Next button will become normal when all circles/buttons have been visited.
Notes:			

Slide 1.13a			Related Objective: #3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Base layer shows through	[Slide Title] Actions to take outside of work [Aligned with circle 1] Eat healthy food	[Narrator] Eat healthy foods. A balanced diet can provide the extra energy your body needs to cope with stressful events when they arise.	Audio begins on this layer when the timeline starts. Buttons/circles 2-6 are disabled when timeline starts. Button/circle 2 is enabled when timelines ends on this layer
Notes:			

Slide 1.13b			Related Objective: #3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

Background: Base layer shows through	[Slide Title] Actions to take outside of work [Aligned with circle 2] Exercise	[Narrator] Exercise Physical activity may help bump up the production of your brain's feel-good neurotransmitters, called endorphins. This helps reduce feelings of stress	Audio begins on this layer when the timeline starts. Buttons/circles 3-6 are disabled when timeline starts. Button/circle 3 is enabled when timelines ends on base slide
Notes:			

Slide 1.13c			Related Objective: #3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Base layer shows through	[Slide Title] Actions to take outside of work [Aligned with circle 3] Set home/work boundaries	[Narrator] Set home/work boundaries Setting boundaries is important to minimizing stress. It allows you to strike a balance between your work and personal life, helps to maintain good mental health, and can even help you feel happier while at work.	Audio begins on this layer when the timeline starts. Buttons/circles 4-6 are disabled when timeline starts. Button/circle 4 is enabled when timelines ends on base slide
Notes:			

Slide 1.13d			Related Objective: #3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Base layer shows through	[Slide Title] Actions to take outside of work [Aligned with circle 4] Do something you enjoy	[Narrator] Do something you enjoy Do a puzzle, listen to music, watch a movie! Doing something you enjoy provides you the opportunity to have some “me” time, and it gives you an outlet for releasing some of the stress that builds up during the day.	Audio begins on this layer when the timeline starts. Buttons/circles 5--6 are disabled when timeline starts. Button/circle 5 is enabled when timelines ends on base slide.
Notes:			

Slide 1.13e			Related Objective: #3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Base layer shows through	[Slide Title] Actions to take outside of work [Aligned with circle 5] Connect with other people	[Narrator] Connect with other people Call your dad, meet a friend at the park, talk to your significant other. Interacting with other people triggers the release of the hormone oxytocin, which reduces stress	Audio begins on this layer when the timeline starts. Button/circle 6 is disabled when timeline starts. Button/circle 6 is enabled when timelines ends on base slide.

		responses in your brain and helps you to feel more calm.	
Notes:			

Slide 1.13f		Related Objective: #3	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Base layer shows through	[Slide Title] Actions to take outside of work [Aligned with circle 6] Get a good night's sleep [Directions] Take a moment to review these stress-reducing actions. Which of them do you already incorporate?	[Narrator] Get a good night's sleep [1- Narrator] When you get a good night's sleep, your body naturally reduces its levels of stress hormones. People who are well-rested have been shown to stay calmer and react less strongly to stressful situations. [2- Narrator] Take a moment to review these stress-reducing actions. Which of them do you already incorporate?	Audio begins on this layer when the timeline starts. Next button returns to normal when timelines ends and all buttons have been visited Next button jumps to next slide, 1.14 Actions 1-5 fade in after 1st VO completes Directions fade in with 2nd VO
Notes:			

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Slide 1.14		Related Objective: #3	
Menu Title: Knowledge check			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: White, with top and bottom borders. Same image in bottom left corner as previous knowledge check. This is a drag and drop interaction. Two large rectangles will take up about 2/3 of the slide. One is labeled AT WORK, and the other OUTSIDE OF WORK 7 small rectangles with actions will be stacked to the left of the large rectangles. Learner will have 2 attempts to sort the following actions correctly. If not successful, they will jump to “Incorrect layer” where they will see the actions sorted correctly. Correct tile sort: AT WORK:	[Slide Title] Knowledge Check Drag each statement into the correct box to show if the action is done at work or outside of work [In drop target rectangles] AT WORK OUTSIDE OF WORK	[Narrator] Now let’s take a break to see what you’ve learned about different ways to manage stress. Drag each statement into the correct box to show if the stress management action is done at work, or outside of work.	Direction text will fade in with VO Rectangle tiles for sorting will fade in after directions are done. Reveal drag items one at a time. When user clicks Continue button on correct layer, they will jump to next slide, 1.15 If learner has 2 incorrect attempts at sorting, they will automatically go to

Sit in a comfortable chair Prioritize Minimize interruptions Get organized OUTSIDE OF WORK Exercise Get a good night's sleep Do something you enjoy			feedback layer 1.14a, Incorrect
Notes:			

Slide 1.14a, Incorrect layer			Related Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Same as base layer, but each small rectangle is sorted into its correct place so learner can see all correct answers in their correct places.	[Slide Title] Knowledge Check AT WORK: Sit in a comfortable chair Prioritize Minimize interruptions Get organized OUTSIDE OF WORK Exercise Get a good night's sleep Do something you enjoy [button]	[Narrator] Here are the correct answers. Click continue when you're ready to move on	When learner clicks Continue on this (Incorrect) layer, they will jump to next slide, 1.15

	Continue		
Notes:			

Slide 1.15 Menu Title: Calming strategies to try			Related Objective: #4
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Light colored background (using palette colors) with top and bottom border bars also using palette colors Most of the screen will be covered with an accordion interaction. There are 5 vertical tabs on the accordion. The rest of the accordion cover space is a photographic image of a person looking stressed. A transparent rectangle will cover all accordion tabs until the timeline is almost complete.	[Slide Title] Calming Strategies to try Click on each tab to learn about strategies to try when feeling stressed. [Accordion Tabs] Drink Water Deep Breathing Guide Imagery Reframe your thoughts Take a Break	[Narrator] Despite our best efforts to keep stress under control, it is bound to creep up on us at times. Click on each colored tab to learn about 5 calming strategies to try when you're feeling stressed.	Next button is disabled when timeline starts on the slide Each accordion tab will jump to a new layer when clicked. Learner will not be able to click on a new tab until the timeline on the current layer is over Next button returns to normal when all tabs have been visited. Next button takes learner to next slide, 1.16
Notes:			

Slide 1.15a, Drink water			Related Objective: #4
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Base layer and text show through. Drink Water tab is on the right side of the screen, all other tabs still on left. Similar to base layer, with semitransparent photographic image related to water showing in open accordion.	[Slide Title] Calming Strategies to try	[Narrator] Drink water Drinking sufficient water can help reduce the negative psychological and physiological impacts of stress. It helps release cortisol from our bodies which can help us feel calmer.	Narration begins when timeline begins on this layer. Learner can select any tab from this layer. Next button returns to normal when all tabs have been visited. Next button takes learner to next slide, 1.16
Notes:			

Slide 1.15b, Deep Breathing			Related Objective: #4
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Base layer and text show through. Drink Water and Deep Breathing tabs are on the right side of the screen, all other tabs still on left.	[Slide Title] Calming Strategies to try	[Narrator] Deep Breathing Deep breathing sends a message to your brain to calm down. It can also lower heart rate and blood pressure,	Narration begins when timeline begins on this layer. Learner can select any tab from this layer. Next button returns to normal when all tabs have been visited.

Similar to drink water layer, with semitransparent photographic image related to deep breathing showing in open accordion.		leaving you feeling more relaxed.	Next button takes learner to next slide, 1.16
Notes:			

Slide 1.15c Guided Imagery			Related Objective: #4
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Base layer and text show through. Drink Water, deep breathing, and guided imagery tabs are on the right side of the screen, the other tabs are still on left. Similar to other layers, with semitransparent photographic image related to imagining a peaceful place showing in open accordion.	[Slide Title] Calming Strategies to try	[Narrator] Guided Imagery Guided imagery uses your imagination to take you to a calm, peaceful place. . Imagine sitting on this calm, quiet beach. Does it make you feel a little more relaxed already?	Narration begins when timeline begins on this layer. Learner can select any tab from this layer. Next button takes learner to next slide, 1.16 Next button returns to normal when all tabs have been visited. Next button takes learner to next slide, 1.16
Notes:			

Slide 1.15d Reframe your thoughts			Related Objective: #4
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Base layer and text show through. Drink Water, deep breathing, guided imagery, and reframe tabs are on the right side of the screen, the other tab is still on left. Similar to other layers, with semitransparent photographic image related positive thinking showing in open accordion.	[Slide Title] Calming Strategies to try	[Narrator] Reframe your Thoughts Reframing negative thoughts with more positive ones can help you cope with stress. Instead of saying “I’m never going to learn this” try “This is hard, and it’s going to take a lot of effort to learn it”. Focus on the positive and what YOU can control!	Narration begins when timeline begins on this layer. Learner can select any tab from this layer. Next button returns to normal when all tabs have been visited. Next button takes learner to next slide, 1.16
Notes:			

Slide 1.15e, Take a Break			Related Objective: #4
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Base layer and text show through. All tabs are now on the right side of the accordion. Similar to other layers, but with semitransparent	[Slide Title] Calming Strategies to try	[Narrator] Take a Break Taking a quick break can reduce your stress and result in improved mental focus. So go for a quick walk, work on a crossword puzzle, have a	Narration begins when timeline begins on this layer. Learner can select any tab from this layer.

photographic image related to a crossword puzzle showing in open accordion.		snack, sit outside, or get creative!	Next button returns to normal when all tabs have been visited. Next button takes learner to next slide, 1.16
Notes:			

Slide 1.16 Transition			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Same office scene as slide 1.3 Matt and Anna are standing in the same places, looking at each other and smiling. Caption bubbles appear between Matt and Anna to track their conversation.	[no slide title] [Matt] Wow, Anna! That was a lot of great information! There were a lot of great ideas here to try! [Anna] I hope they help! Now it's time to show what you've learned.	[Matt] Wow, Anna! That was a lot of information! There were so many great ideas to try! [Anna] I hope they help! Now let's stop and think about all the great ideas you've heard.	Next button is hidden on this slide Caption bubbles fade in and out to track dialogue between avatars When timeline end, learner will automatically jump to next slide, 1.17
Notes:			

Slide 1.17 Menu Title: Quiz			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

Background: White background with top and bottom bars. Same quiz icon as knowledge checks, but now in bottom right corner. Slide text will be in a large rectangle, covering about half of the slide.	[Slide Title] Quiz Introduction [Inside rectangle] You have reached the end of the course. Now it's time to see what you've learned! This quiz has five questions. You must get 4 correct to pass (80%) You will be allowed to take the quiz as many times as needed to pass. Select the Start Quiz button when you are ready to begin. [button] Start Quiz	[Narrator] You have reached the end of the course. Now it's time to see what you've learned! This quiz has five questions. You must get 4 correct to pass (80%) You will be allowed to take the quiz as many times as needed to pass. Select the Start Quiz button when you are ready to begin.	Start Quiz button fades in with VO When learner clicks Start Quiz button, they jump to next slide Score by question. The learner does not get immediate feedback. They should answer all questions first. When learner clicks submit, answer choices are submitted and score is calculated. They will receive feedback on Results slide 1.22 If they do not pass they can review questions using custom feedback layers and retake quiz as many times as needed. Learner can click Next to advance through review feedback after taking quiz
Notes:			

Slide 1.18			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

Background: All quiz questions will have the following set-up: White background with top and bottom bars. Same quiz icon as knowledge checks, but now in bottom right corner. True/False quiz question appears near top of slide	[Slide Title] Question 1 [Question] Headaches, muscle aches, irritability, and anxiousness are all signs of stress. [Answer Choices] True False	<i>None</i>	When learner clicks Submit they will jump to next question slide
Notes:			

Slide 1.19			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Same as 1.18 True/False quiz question appears near top of slide	[Slide Title] Question 2 [Question] Work/life balance, lack of control, and poor workplace culture three causes of workplace stress. [Answer Choices] True False	<i>None</i>	When learner clicks Submit they will jump to next question slide

Notes:			

Slide 1.20			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Same as 1.18 and 1.19 Multiple choice quiz question appears near top of slide, choices are below question	[Slide Title] Question 3 [Question] Which of the following is a benefit of managing stress? [Answer Choices] Increased absenteeism Increased employee turnover Improved morale More mistakes/injuries	<i>None</i>	When learner clicks Submit they will jump to next question slide
Notes:			

Slide 1.20a, Review Feedback			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Base layer shows through Custom Feedback layer-	[In feedback rectangle] There are many benefits to managing workplace stress. They include:	<i>None</i>	Click Next to jump to next question

Rectangle covers quiz image with feedback.	Improved morale/job satisfaction Increased engagement/productivity Improved physical/mental health Improved work culture Decreased absenteeism/staff turnover Decreased mistakes/staff injuries		
Notes:			

Slide 1.21			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Same as 1.18 - 1.20 Multiple response quiz question appears near top of slide, choices are below question.	[Slide Title] Question 4 [Question] Which of the following can you do to minimize workplace stress? Choose the 2 correct answers. [Answer Choices] Stay up late Exercise Drink Coffee Cry Set boundaries		When learner clicks Submit they will jump to next question slide

Notes:

Slide 1.21a, Review Feedback			Related Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Base layer shows through Custom Feedback layer- Rectangle covers quiz image with feedback	[In feedback rectangle] There are many things you can do to minimize stress. They include: AT WORK: Prioritize, minimize interruptions, take breaks, and plan ahead OUTSIDE OF WORK: Eat healthy, exercise, set boundaries, do something you enjoy, connect with others, and get a good night's sleep.	<i>None</i>	Click Next to jump to next question
Notes:			

Slide 1.22			Related Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

Background: Same as 1.18 - 1.21 Multiple response quiz question appears near top of slide, choices are below question.	[Slide Title] Question 5 [Question] Which of the following actions can help you manage stress in the workplace? Choose all correct answers. [Answer Choices] Deep breathing Yelling at others Drinking water Taking a break Reframing your thoughts Guided Imagery	<i>None</i>	When learner clicks Submit they will jump to results slide, 1.23
Notes:			

Slide 1.22a, Review Feedback			Related Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Base layer shows through Custom Feedback layer- Rectangle covers quiz image with feedback	[In feedback rectangle] Here are some strategies to try when feeling stress at work: Drink water	<i>None</i>	When user clicks Next button it returns them to results layer on 1.23

	Deep breathing Guided imagery Reframe your thoughts Take a Break		
Notes:			

Slide 1.23			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White background with top and bottom borders	[Slide Title] Quiz Results Your Score: XX% Passing Score: YY%	Narration on layers only	When learner clicks Submit they will jump to results slide, 1.23 Success Layer 1.23a will show when timeline starts if results are equal to or greater than the passing score. Failure layer 1.23b will show when timeline starts if results are less than the passing score. Base layer is visible from success or failure layer. Results variable reference shows the percent score only. Do not show points variable reference. Built in graded quiz variable reference displays learner score where XX appears on slide.

			80% to pass shown where YY appears on slide.
Notes:			

Slide 1.23a, Success			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White background with top and bottom borders Green Checkmark appears above text Both buttons appear below % score	Nice job, you passed! [button] Review Quiz [button] Continue	[Narration] Way to go, you passed! If you'd like to review your answers, click on the review quiz button. If you'd like to go on, click on the continue button	Review Quiz button: Goes back to beginning of quiz and show correct/incorrect responses, as well as review feedback when reviewing. Continue button: jumps to slide 1.24
Notes:			

Slide 1.23b, Failure			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White background with top and bottom borders Red X appears above text	Sorry, you didn't pass [button] Review Quiz	[Narrator] Sorry, you didn't pass.	Review Quiz button: Goes back to beginning of quiz and shows correct/incorrect responses, as well as review feedback when reviewing.

Both buttons appear below % score	[button] Retry Quiz	If you'd like to review your answers, click on the review quiz button. If you'd like to take the quiz again, click on the Retry Quiz button.	Retry Quiz button: Resets results slide and jumps to slide 1.18
Notes:			

Slide 1.24 Menu Title: Summary			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Set up is the same as objective slide 1.4, except the photographic image shows a happy employee	[Slide Title] Summary Throughout this course, you learned how to: 1. Recognize signs and causes of workplace stress, 2. List benefits of managing workplace stress. 3. Identify actions to take at work and outside of work to reduce workplace stress,	[Narrator] Throughout this course, you learned how to: Recognize signs and causes of workplace stress, List benefits of managing workplace stress. Identify actions to take at work and outside of work to reduce workplace stress,	Next button is disabled until timeline ends on the slide. Next button jumps to next slide, 1.25 On screen text fades in with VO

	4. State strategies to use when experiencing workplace stress.	and state strategies to use when experiencing workplace stress.	
Notes:			

Slide 1.25 Menu Title: Conclusion			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Photographic Image of a happy person, semi-transparent. Top and bottom borders	[Slide Title] Conclusion Congratulations! You have now completed this course. Click exit to close. [button] Exit	[Narrator] Congratulations! You have now completed this course. By using the tips and strategies you learned, you should be ready to better handle the daily stresses you feel in the workplace! Click exit to close.	Next button is hidden. Congratulations text spins and grows in time with VO When learner clicks Exit button, they exit course.
Notes:			