

Design Document

Training Title: Body Mechanics for Office Staff

Business Goal and Problem	<p>Employees will implement proper lifting techniques, ergonomics for their workstation, and daily musculoskeletal strengthening exercises in order to decrease office injuries and medical care by 30%.</p> <p>Office personnel do not always know the best practices for lifting heavy objects, proper ergonomics for their office space and proper exercises to help them strengthen their musculoskeletal system. These injuries result in long term medical care and physical therapy keeping the personnel from being present and productive, therefore incurring office injuries that are up 40% and the cost of medical and temporary staffing is increased by the same measure.</p>
Target Audience	<p>Office personnel and administrators residing in the office.</p> <p>Adult professionals from 22 years of age to 67 years of age, male and female (majority) with a minimum Associate Arts Degree to PhD.</p>
Learning Objectives	<p>Terminal LOs:</p> <p>Implement proper lifting techniques in the office.</p> <p>Implement proper workstation ergonomics.</p> <p>Practice musculoskeletal strengthening exercises daily during the workday.</p> <p>Enabling LOs:</p> <p>Observe and acknowledge the process of proper lifting techniques.</p> <p>Identify proper workstation ergonomics for the office.</p> <p>Identify and learn proper musculoskeletal strengthening exercises for the office.</p>
Training Recommendation	<p>Delivery Method:</p> <p>e-Learning and job aid</p> <p>Approach:</p> <p>The approach is scenario based using multiple mini scenarios throughout the lessons in the module.</p> <ul style="list-style-type: none">• Knowledge checks follow each lesson to assess what the learner has retained.• Performance scenario based assessment
Training	<p>20 minute seat time</p>

Time	
Deliverables	<ul style="list-style-type: none"> • Design Document • Content Map • Rise e-learning module published in SCORM files • Exercise job aid
Training Outline	<ul style="list-style-type: none"> ❖ Welcome ❖ Goals for this course <ul style="list-style-type: none"> ❖ Learning Objectives overview ❖ What do you know about body mechanics in the office?(situational scenario) ❖ Proper Lifting Technique <ul style="list-style-type: none"> ❖ Why proper lifting? ❖ Steps to proper lifting technique ❖ Visual check for proper lifting technique (flashcards and pictorial display proper and improper) ❖ Vigilant and video of proper lifting ❖ Knowledge check on lifting properly ❖ Workstation Ergonomics <ul style="list-style-type: none"> ❖ What is ergonomics? ❖ Why is ergonomics important? (immediate changes) ❖ Best ways to implement ergonomics at your workstation <ul style="list-style-type: none"> ❖ Sitting (interactive) ❖ Standing (interactive) ❖ Office Items (interactive) ❖ Interactive Workstation example ❖ Knowledge check about ergonomics ❖ Strengthening Exercises for the Law Office <ul style="list-style-type: none"> ❖ Define Musculoskeletal Disorders (MSDs) ❖ Identify which MSDs are common to the office workplace ❖ Practice exercises to strengthen the musculoskeletal system and prevent MSD injuries from occurring <ul style="list-style-type: none"> ❖ Strengthening exercises for hands and legs ❖ Strengthening exercises for arms and torso ❖ Quiz <ul style="list-style-type: none"> ❖ 5 Scenario based questions ❖ 80% passing score required ❖ Multiple attempts ❖ Congratulations and Resources

**Assessment
Plan**

Level 2 Assessment:
Knowledge Checks follow each lesson.
Final Assessment has five scenario based questions requiring an 80% passing score with multiple attempts allowed.

Level 3 Assessment:
Ability to observe office personnel at their workstations after 3 months utilizing the exercises daily.
See the direct results in the improvement by less Dr.'s appointments and missed work days due to injury.