

Course: *How to be Eco-Conscious at work!*

Summary

This course will help office employees learn how and when to recycle.

Learning Need

This course is intended for all office employees. Survey results show that many employees would prefer to be part of an eco-friendly office, but many don't know how to be eco-friendly in an office setting, are not aware of their non-eco-friendly choices, and often do not seek advice or help. Upper management sees the need to financially reduce waste and reuse whenever possible. Data also shows that this company will be able to save approximately \$10,000 per year through a reduce-reuse-recycle program.

Instructional Goal

This course is designed to provide foundational information on the basics of reducing, reusing, and recycling common items in an office setting.

Target Audience

The target audience consists of all employees in the company, from support staff to upper management. The employees surveyed range between 18 and 65 years old, with 25% being women and 48% minorities. The average length of employment is 5.5 years. The average salary of employees is \$92K a year, and 75% identify as democratic. The data also showed that they are moderately comfortable with technology and have participated in at least one online course.

Delivery Environment

The course will be completely online and developed in an authoring tool that will be responsive on tablets and mobile devices so that they can use the course as a resource. It is expected for learners to complete the course in 50 minutes.

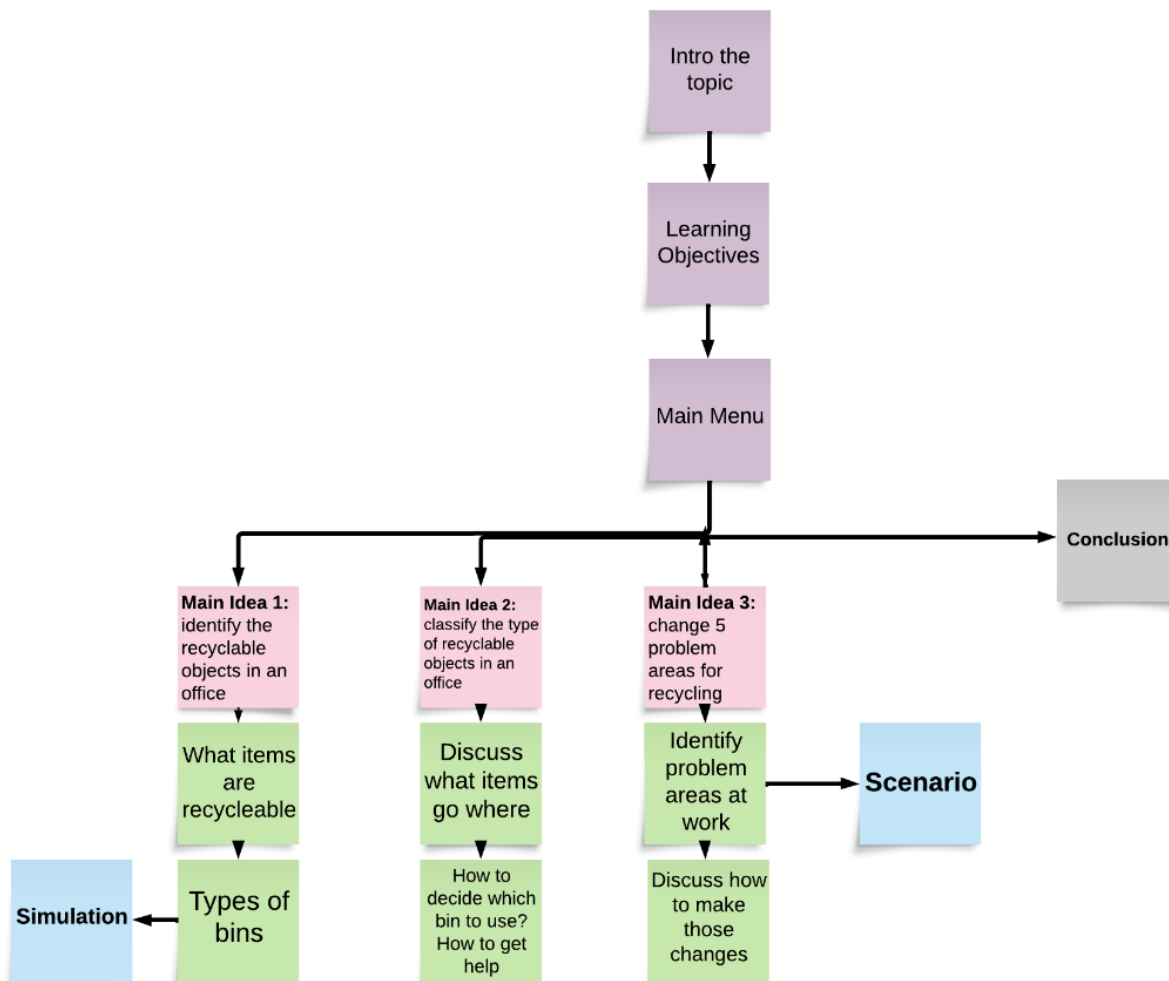
Learning Outcomes

- The learner will be able to identify the recyclable objects in an office 5 out of 5 times with 100% accuracy.
- The learner will be able to classify the type of recyclable objects in an office 5 out of 5 times with 100% accuracy.
- The learner will be able to correctly change 5 problem areas for recycling in a given scenario, with 100% accuracy

Assessments

1. Drag and drop all items that are recyclable and non-recyclable to show the ability to identify and classify.
2. Given a scenario, filled with eco-mistakes, and missed opportunities, choose 5 things in the office and list how to recycle them properly.
3. Something about reducing and reuse of office items.

Course Outline (Partial)



Instructional Strategies

The content will be chunked into key points that will not exceed 3 minutes (micro-learning). The sequence of each lesson will consist of:

- A 10-second introduction to the purpose of the lesson (HOOK)
- Activation of prior knowledge throughout the lesson as appropriate
- Introduce new information through video demonstration/simulation
- Presentation of examples
- Present knowledge check
- Provide challenges and problem-solving tips

The lessons will be completed in sequential order, although the learner can skip around as they would like. There will be links provided throughout the lesson to encourage the learner to learn more if they wish.