

Dog Life: Design Document

<i>Business Purpose</i>	● Provide new Dog Life sitters introductory training on the basics to consider and knowledge needed before bringing in a new dog. ● Provide tracking of completion and passing rate of new Dog Life sitters. ● Increase safety of dog, dog sitter, and dog sitter's home through proper training.
<i>Target Audience</i>	All Dog Life employees hired to dog sit.
<i>Training Time</i>	30 minutes
<i>Training Recommendation</i>	One single eLearning course for all Dog Life employees hired to dog sit through Rise 360. The course will be self-paced allowing the learner to move through content at their own pace with end of course quiz ensure mastery of content provided. The eLearning course will allow tracking of completion for company compliance purposes.
<i>Deliverables</i>	1 eLearning course ● Developed in Articulate Rise 360 ● Includes 3 lessons to be reviewed about taking in a new dog ● Includes Dog Life intake form and daily schedule template ● Final evaluation
<i>Learning Objectives</i>	By the end of this course the learner will be able to ● identify best practices for taking care of someone else's dog. ● identify important intake information needed before taking care of someone else's dog. ● list information needed in creating a daily schedule.
<i>Training Outline</i>	<u>Introduction/Course Overview</u> ● Introduction landing page with course description ● Learning Objectives ● By the end of this course the learner will be able to ○ identify best practices for taking care of someone else's dog. ○ identify important intake information needed before taking care of someone else's dog. ○ list information needed in creating a daily schedule. <u>Lesson 1 – Dog Intake Information</u> ● Review information found on Dog Life intake form.

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- o Dog Information - Basic information about the dog including breed, age, sex. This also includes proof of rabies vaccination.
- o Owner Information - Owner and emergency contact information. It is important you have multiple ways to reach owner(s) in case of an emergency.
- o Vet Information - Contact information for pet's regular vet and emergency vet.
- o Medical History - Current and past medical history. This is also where owner will list any current medications, dosages, and frequency. Be sure to review all information is complete and specific with exact names, dosages, and time(s) of day.
- o Feeding - Owner will bring dog's food during stay with you. Here owner will list brand and daily feeding schedule. Feeding can widely vary with each family you sit for. It is important you follow this schedule. Dogs can become sick easily if their feeding is changed suddenly. This also includes treats. Only give brand and amount provided by owner.
- o Activities - Here the owner will provide general information about the dog's sleep and exercise. Again, this will vary with each family. Some are more structured than others.
- Review visual of Intake Form – emphasize importance in reviewing completing of all contact information, medical history, feeding, and activities.

Lesson 2 – Prepping Your Home

- Safety
 - o Move breakables off coffee tables, end tables, lower tables.
 - o Keep all tables/counter tops clear, especially at the edges.
 - o Check floors for smaller items that can be easily chewed, broken, swallowed.
 - o Keep ALL (human and dog) food and medications stored in a safe and dog-proof location.
 - o Keep all cleaning products and chemicals stored in a dog safe location.
 - o If dog is going in your back yard unleashed - check fence-line for holes and pick up any smaller items that could be a choking hazard for dog.
 - o Plants - many plants can be harmful for dogs. If indoor or in pots, lift out of dog's reach. If in an open yard, do your

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research (you will need to remove any that are harmful to dogs).

- Space
 - Play - Think about the dog's exercise and play. Of course, you will walk the dog outside your house for exercise. However, many dogs will still want to play in between. Have a spot for dog toys in a room where there is available space for you and the dog to interact with them. If you do not have adequate space in your home, still keep toys in a consistent spot, however when creating a schedule later in the course you will need to consider alternative locations for the dog to have some "play time."
 - Kennel - Set up a dog kennel and bed. This will provide space in your home for the dog to rest, sleep, and/or have a safe closed-in-space if you should have to leave the house. Even older dogs who are out of the puppy-phase can make a mess or be destructive out of anxiety in a new location. Having a set space just for the dog such as the kennel will provide safety and security for the dog and items in your home.
 - Meals - This includes not only a place to store the dog's food, but also a designated location where the dog will be fed and access its water bowl.
- Supplies
 - Dog food (double check you have enough for duration of stay)
 - Dog treats (if applicable)
 - Medication (if applicable)
 - Food and water bowl
 - Dog toys
 - Collar and leash for walks
 - Poop bags
 - Dog safe cleaning products (including paper towels, towels, and cleaners)
- Intake Information
 - **First** is to read and follow the intake information. Later in the course you will learn about using the information to create a daily schedule.
 - **Second** is to make sure the intake information is easily accessible in your home. Owner, vet, and emergency should be posted in the open for you to see without having to search for it.

Knowledge Check – Sample scenarios practicing what was learned in lessons 1 and 2.

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	<u>Lesson 3 – Creating A Daily Schedule</u> ● <u> </u> Daily schedule template provided. ○ <u> </u> Times – Time blocks are left vague because you will need to add in specific times with each dog. ○ <u> </u> Feeding – Put specific times and amounts the dog will be fed. It is also good to note based on intake form where you might give a treat and how many. ○ <u> </u> Activities – If dog has a regular “walk” schedule based on intake form, put those times on the schedule for walks. If not, put at least one on per day thinking about weather outside and your daily schedule. Plan a couple of 30-minute time slots in the day where you will interact with dogs and their toys. ○ <u> </u> Medication – If any medication is listed on the intake form add to schedule. Put specific times and dosages. If no medication is listed, this will be left blank. End of Course Quiz Summary
<i>Assessment Plan</i>	● 5-question assessment ● Learner must pass with 80% ● Assessment questions will mix between best practice questions, knowing intake information, and items that should be present on daily schedule