

Design Document - Positive Work Culture

<i>Business Purpose</i>	Too many companies bet on having a cut-throat, high-pressure, take-no-prisoners culture to drive their financial success. Health care expenditures at high-pressure companies are nearly 50% greater than at other organizations. The American Psychological Association estimates that more than \$500 billion is siphoned off from the U.S. economy because of workplace stress, and 550 million workdays are lost each year due to stress on the job. Creating a positive and healthy culture for your team rests on a few major principles. By creating a positive work culture, you will be able to provide support, increase productivity, satisfaction, and most importantly, retain your staff.
<i>Target Audience</i>	Upper management or supervisors in charge of employees at any organization.
<i>Training Time</i>	This training should take approximately 30 minutes to complete both lessons.
<i>Training Recommendation</i>	This course is scenario based with plenty of examples to show what a positive work culture looks like, knowledge checks after each lesson and a quiz at the end. This is the best mode of training because scenarios are an effective way of engaging learners as well as helping to change their behavior. By using scenarios and examples, participants are actively learning versus passively absorbing information. The interactivity in the course enables participants to make decisions and participate in the course as they go. Online scenario eLearning is also a safe space to learn. Participants can make mistakes and there is very little risk with easy recovery by redoing the assessment at the end of the course with no penalty.
<i>Deliverables</i>	1 e-Learning course ● Storyboard including script ● Developed in Articulate Storyline ● Includes voice-over narration. ● Includes virtual human avatars. ● Two Knowledge Checks ● One Quiz at the end
<i>Learning Objectives</i>	By the end of the module, participants will be able to: ● Explain the meaning and purpose of having an Employee Assistance Program. ● Identify examples of how to show gratitude towards employees. ● Differentiate between the two types of learning cultures, Adhocracy and Learning. ● Outline the best practices in order to increase productivity, improve mental acuity and relieve stress for employees during the workday.

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<i>Training Outline</i>	Story view Outline: (1) Introduction • Welcome • Navigation • Opening Statement • Objectives • Mission Statement. (2) Lesson 1: • Defining workplace culture and learning about the two types in order to be able to differentiate between them. • Questions to assess your organization's culture. • The four types of environments that can be found in an organization. • Knowledge Check #1 • Summary (3) Lesson 2: • Five examples on how to show gratitude towards your employees. • The purpose behind cultivating a positive environment. • How to engage employees to increase productivity, improve mental acuity, and relieve stress for employees during the workday. • Knowledge Check #2 • Summary (4) Course Wrap-Up • Quiz Introduction • 5 Question Quiz • Quiz Results • Summary of Course • Rules of Behavior • Congratulations
<i>Assessment Plan</i>	• Two Knowledge Check questions (one in each Lesson). • One 5 Question Quiz using multiple choice and true/false questions at the end of the module. Learner must score 80% out of 100% or must retake it to pass the module. They will have two attempts to pass the quiz. ☐ Both the knowledge checks and quiz will involve the four learning objectives to ensure the learner understands the purpose of the training and can utilize their knowledge to interview candidates after they have successfully completed the module.