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<i>Business Purpose</i>	● Elite Solutions is a manufacturing company that is committed to reaching business leadership to assist in developing strategies, supports, and marketing approaches. Last year, the company suffered a fire emergency in the break room and none of the employees knew what to do or how to act. In order to keep their employees safe in the future, Elite Solutions is seeking assistance in creating a safe environment for their employees with fire safety training. ● According to Occupational Safety and Health Administration (OSHA), there are more than 200 workplace fires reported everyday. Fires can cause injury and risk to the lives of your employees. It can also cause damage to the building's structure or equipment causing an elimination of employee's jobs. Fire safety training is essential to prevent these dreadful outcomes. The goal of this training is to train employees how to protect themselves and others from a fire in their work environment. This is only one method we can take to educate our employees and help each other in a potentially dangerous fire situation. Elite Solutions has stated by the end of the month that they would like 90% of employees to have a solid understanding of proper fire safety practices. In addition, yearly fire safety training for all employees is recommended.
<i>Target Audience</i>	● All employees at Elite Solutions
<i>Training Time</i>	● 30 minutes
<i>Training Recommendation</i>	● An e-Learning course is recommended because employees at Elite Solutions work part time, full time and hybrid. Also, this is an efficient and cost-effective way for all employees to retake this course for a yearly refresher. ● Learners will follow instructions and protocols regarding the fire triangle, PASS and RACE methods, and safety procedures. ○ This will be done through multiple interactions, knowledge checks, and real life examples. ● Final evaluation
<i>Deliverables</i>	● Storyboard with script ● 1 e-Learning course ○ Developed in Articulate Storyline ○ Includes voice-over narration ○ Final evaluation

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<i>Learning Objectives</i>	By the end of this course, participants will be able to: ● Recognize the three elements of the fire triangle. ● Describe how to follow the PASS method to safely use a fire extinguisher. ● Identify the steps of the RACE procedure to respond safely to a fire emergency. ● List fire safety procedures for the workplace.
<i>Training Outline</i>	● Introduction ○ Welcome ■ Fire Safety Training title with video of real fire and firefighter. ○ Navigation ■ Shows learner how to work through the course ○ Personal Checklist ■ Multiple response question to see how much the learner already knows about fire safety. ○ Learning Objectives ● Topic: Fire Triangle ○ Interactive slide with markers for learner to click on each element of the Fire Triangle ○ Image of Fire Triangle ○ Knowledge Check ■ True/ False regarding the elements on the Fire Triangle ● Topic: PASS Method ○ Image of real fire extinguisher ○ Interactive slide for learner to click on each letter of PASS Method ○ Avatar appears to demonstrate how to use a fire extinguisher ● TOPIC: RACE Method ○ Interactive slide appears to explain the acronym RACE ○ Teaches learner how to respond in a fire situation with corresponding images ● TOPIC: Knowledge Check ○ Multiple choice question regarding PASS method ● TOPIC: Safety Procedures ○ Learner will become familiar with fire safety precautions for the evacuation of fellow employees and themselves ○ Interactive slide with fire safety procedures with corresponding images and descriptions ● Introduction to Graded Quiz ● Summary ● Conclusion

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<i>Assessment Plan</i>	● 2 knowledge checks throughout course that will not contribute to the overall graded quiz ● Overall graded quiz has 5 questions ○ Fire Triangle- 1 question ○ PASS Method- 1 question ○ RACE Method- 1 questions ○ Safety Procedures- 2 question ○ Must earn 80% to pass (4 out of 5) ○ unlimited attempts
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