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| *Business Purpose* | Employees writing emergency plans are not currently capturing all the relevant risks and scenarios that need to be captured. To develop stronger emergency plans that will proactively prevent disasters and limit liability / damages for the company, the company would like to provide training. Training is considered successful if the company can successfully execute 3 drills per year, evacuating the building in under 15 minutes, using the emergency plans created after the training. | |
| *Target Audience* | Employees responsible for writing emergency plans | |
| *Training Time* | 20 minutes | |
| *Training Recommendation* | eLearning course outlining important sections of planning and the steps for how to implement a plan.   * Course starts with an introduction to an avatar who asks the learner for help developing her own emergency plans * The avatar presents learning material with some interactivity / engagement opportunities for deeper learning * After content is delivered, the avatar asks for help with 2 scenarios using knowledge checks * Final evaluation will conclude the eLearning | |
| *Deliverables* | 1 eLearning course   * Developed in Articulate Storyline * Includes voiceover narration * Includes 2 scenario-based knowledge checks for developing an emergency plan * Final evaluation | |
| *Learning Objectives* | By the end of this course, learners will be able to:   * Describe the reasons emergency plans need to be in place * Develop an effective emergency plan * Identify and prioritize risks to be included in emergency plans | |
| *Training Outline* | Introduction   * The avatar introduces herself * Avatar asks for learner’s name so it can be referenced later in the course * Avatar talks about some of the struggles she has had crafting emergency plans and asks for help   Reasons for Emergency Plans   * Avatar gives details for the reasons to use emergency plans through an activity   Develop effective emergency plan   * Avatar goes over each section of an effective emergency plan * Includes activities for each section and opportunities to edit drafts of each section of the avatar’s drafts (identify missing parts / areas for improvement through open text then compare own feedback to written feedback)   Identify and Prioritize Risks   * Avatar goes over some common scenarios when an emergency plan may be necessary through a drag and drop activity   + Includes fire, natural disasters, technology disasters, and criminal incidents * Avatar shows how to use a risk matrix to plot risks * Scenario 1 – Avatar explains that she is writing an emergency plan for a company in a town that has a high volume of hurricanes. It’s a small town with very little criminal activity. What should be put into the plan? Plot 4 groups on a risk matrix * Scenario 2 – Avatar explains that she is writing an emergency plan for a company in a busy city. There are severe implications for data breaches in their industry. What should be included in the plan? Plot 4 groups on a risk matrix | |
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| *Evaluation Plan* | * 2 question per learning objective, 6 questions total * Learner must score 80% to pass | |