

# Core Skills Training (Work-Life Balance: Employer's Perspective)

## Balancing Act: Keeping Your Employees ~~Happy~~, Healthy and Productive.

**Target Audience:** Employers of immigrant employees

### Learning Objectives:

1. Recognize when your employees exhibit signs of an unhealthy work-life balance. (L2)
2. Describe the risks that an unhealthy employee work-life balance poses to the company . (L2)
3. Explain how a healthy employee work-life balance can benefit the employee and the company as a whole. (L2)
4. Prepare a plan that will enable employees to improve their work-life balance. (L3)

**Seat Time: 45 Minutes**

**Custom Border (revised 01/08/2025):**

### Outline:

- Welcome
- Navigation
- Beginning Video Scenario
- Knowledge Check
- What is Work-Life Balance?
- Learning Objectives
- Signs of an Unhealthy Work-Life Balance
- Video Scenario
- Knowledge Check
- Risks of an Unhealthy Work-Life Balance
- Risk Ranking and Top Risk
- Benefits of a Healthy Work-Life Balance
- Game
- Methods for Creating a Healthy Work-Life Balance
- Scenario-Based Final Assessment
- Summary
- Congratulations



**Font:** Montserrat Medium (Slide Headings/Titles)  
Montserrat Medium (Instructions/Subheadings)  
Montserrat Regular (Feature Text)  
Montserrat Regular (Body Text)

**Color Palette with Hex Color Codes:**



**Directions:** Please review information for accuracy and completeness with the understanding that beyond this phase we are moving the design into development.

Please track changes and leave comments as you review. You may use the built-in comments feature in Google Docs.

Slide layers are indicated by using the same number as the base layer slide, followed by a, b, c, etc. for each consecutive layer.

Background images and videos are sourced from the Articulate 360 Resource Library, Canva and Vyond

Font size and style is indicated for each slide based on the font information stated above.

Custom border and title should appear on every slide unless otherwise indicated.

Text in brackets is not included on the slide and voiceover and is intended only for reference.

Vyond Video storyboards are included after the course storyboard. They are indicated in the course storyboard accordingly using letters A & B.

The course offers closed captioning throughout that can be turned on and off using the captions option in the player.

The course offers accessible options so that participants can navigate using a keyboard instead of a mouse or touchpad. These options are chosen on the welcome screen and appear as layers throughout the course. The interactions can still be manipulated with the mouse, even if the click-only option is selected.

**Module Resources/References:** Link to job aid:

Slide [1.1]/ Menu Title: Welcome			Objective: [N/A]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>No custom border on this slide.</p> <p>Large Core Skills logo is superimposed on a palette color shape or background with geometric shapes that complement the logo.</p> <p>Main character avatar shows on screen and welcomes learner.</p> <p>Click-Only Accessibility option shows on this screen as a checkbox. It is located under the Navigation button.</p>	<p>[Slide Title]</p> <p><b>Balancing Act: Keeping Your Employees Happy, Healthy and Productive</b></p> <p>[Buttons]</p> <p>Start</p> <p>Navigation</p> <p>[Checkbox]</p> <p>Check this box to enable click-only options</p>	<p>[Avatar]</p> <p>Welcome to Balancing Act: Keeping your employees happy, healthy and productive. This course is presented by Core Skills.</p> <p>Click the start button to begin the course.</p> <p>Click the navigation button to learn about course navigation.</p> <p>This course contains interactions that require clicking and dragging with a mouse or touchpad. If you would like the option to click without dragging, click the checkbox under the Navigation button.</p>	<p>Avatar appears the slide and says "Welcome..."</p> <p>Title is timed with VO and flies in from the left.</p> <p>Logo flies in from the right timed with VO.</p> <p>Start and Navigation buttons fade in timed with VO.</p> <p>Check box and text fade in timed with VO.</p> <p>Start Button jumps to slide 1.3.</p> <p>Navigation Button jumps to slide 1.2.</p> <p>Check box activates True/False variable to turn on accessibility layers.</p> <p>Next button is disabled until the end of the timeline.</p>

Slide [1.2]/ Menu Title: Navigation			Objective: [N/A]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>No custom border on this slide.</p> <p>Avatar shows on screen with a workplace and house in the background. This scene is in a shape that takes up the entire slide.</p>	<p>[No Title]</p> <p>[No Slide Text]</p> <p>Text is on player</p>	<p>[Avatar]</p> <p>Please take a moment to familiarize yourself with the course player so you feel comfortable with the navigation of this course. If you know your way around, you may proceed to the next slide.</p> <p>If you'd like to go forward or backward in the course, click the next or previous buttons. To adjust the volume, click the volume icon. You can also pause the player. Click the same button again to resume play.</p>	<p>The avatar points to the different options timed with the VO.</p> <p>Next button is set to normal at the beginning of this slide so the learner can skip ahead if they decide to.</p> <p>The Next button will jump to the next slide (slide 1.3)</p>

		Revisit a slide by using the menu on the left. Finally, you can open and close the menu by clicking the three lines here. For links and other resources, you can click Resources here. Click the next button now to begin the course.	
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Slide [1.3]/ Menu Title: The Burnt-Out Waiter			Objective: [N/A] Jumps to: Scene 2, Slide 2.1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Scene is a talk show scene with a large TV screen.</p> <p>There is a play button on the TV screen.</p> <p>There is a chair next to the TV screen.</p> <p>2 minute interactive Video plays on TV screen.</p>	<p>[Slide Title] No title on slide.</p>	<p>[Avatar] Welcome to the Core Skills Interactive TV Studio.</p> <p>When you're ready, click the play button on the TV and begin!</p>	<p>There is no Next button for this slide.</p> <p>Avatar appears on screen and walks over to chair and sits after saying first sentence.</p> <p>There is a transparent rectangle over the move screen that persists until the avatar says "click the play button..." to prevent the user from clicking too early.</p> <p>View zooms in to TV screen when the play button is clicked.</p> <p>After zoom-in, automatically jump to Scene 2, Slide 2.1.</p>

Slide [1.4]/ Menu Title: The Burnt-Out Waiter			Objective: [N/A]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide layout is the same as 1.3.</p>	<p>[Slide Title] No title on slide.</p>	<p>[Avatar] [After video in Scene 2, Slide 1.1] Nice work! Now let's see what you spotted. Click the next button to continue.</p>	<p>Slide transition is fade in.</p> <p>Next button is disabled when this slide starts.</p> <p>Avatar is still sitting in the chair</p>

			<p>Avatar turns back to face camera and says “Nice work! Now let’s see what you spotted.”</p> <p>The Next button becomes enabled and jumps to the next slide (slide 1.5)</p>
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Slide [1.5]/ Menu Title:			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide is the same layout as slide 1.3.</p> <p>Avatar is still seated in the chair.</p> <p>Question and answers appear on the screen.</p> <p>Submit Button</p>	<p>[Slide Title]</p> <p><b>The Story of the Burnt-Out Waiter</b></p> <p>What signs of an unhealthy work-life balance did you identify?</p> <p>Emotional outbursts [CORRECT ANSWER]</p> <p>Arguing [CORRECT ANSWER]</p> <p>Unfocused</p> <p>Crying [CORRECT ANSWER]</p> <p>Lethargy</p> <p>Impatience [CORRECT ANSWER]</p> <p>[Button]</p> <p>Submit Button</p>	<p>[Avatar]</p> <p>So, there were many signs of an unhealthy work life balance in that video. What signs did you identify? You can click on all the signs you saw. Click the submit button when you are done.</p>	<p>No slide transition so that it seems seamless with the previous slide.</p> <p>Avatar is looking at the camera while speaking.</p> <p>When VO states “What signs of an unhealthy...”, camera zooms in on TV.</p> <p>Question and choices appear with VO.</p> <p>Correct response will show layer 1.5a Incorrect response will show layer 1.5b</p>

Slide [1.5a]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A color palette rectangle appears in the middle of the slide.</p>	<p>[Layer Title]</p> <p>That’s Right!</p> <p>[Body]</p> <p>The waiter was showing signs of an unhealthy work-life balance, including emotional outbursts, crying, arguing and impatience.</p>	<p>[Avatar]</p> <p>Nice job!</p> <p>The waiter was having an emotional outburst, arguing, crying, and being impatient with customers and colleagues. These are all signs of an unhealthy work-life balance. Click the continue button to learn more.</p>	<p>This layer corresponds with the correct answers being submitted with the submit button.</p> <p>Continue button appears timed with VO.</p> <p>Continue button will jump to the next slide (Slide 1.6).</p>

<p>A green checkmark or thumbs-up indicates a correct answer.</p> <p>The title is under the checkmark/thumbs-up.</p> <p>Body text and button are under the title.</p>	<p>[Button] Continue</p>		
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Slide [1.5b]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A palette color rectangle appears in the middle of the slide.</p> <p>A red X or thumbs-down indicates an incorrect answer.</p> <p>The title is under the X/thumbs-down.</p> <p>Body text and button are under the title.</p>	<p>[Layer Title] Almost!</p> <p>[Body] The waiter was showing four signs of an unhealthy work-life balance. Those signs were emotional outbursts, crying, arguing and impatience.</p> <p>[Button] Continue</p>	<p>[Avatar] Almost!</p> <p>The waiter was having an emotional outburst, arguing, crying, and being impatient with customers and colleagues. These are all signs of an unhealthy work-life balance. Click the continue button to learn more.</p>	<p>This layer corresponds with the incorrect answers being submitted with the submit button.</p> <p>Continue button appears timed with VO.</p> <p>Continue button will jump to the next slide (Slide 1.6).</p>

Slide [1.6]/ Menu Title: What is Work-Life Balance?			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Title is just under the top border on the left side of the slide.</p> <p>The avatar is near the middle of the slide.</p>	<p>[Slide Title] What is Work-Life Balance?</p> <p>Work [on left tray of scale]</p> <p>Life [on right tray of scale]</p>	<p>[Avatar]</p> <p>There are many definitions of work-life balance. It can be misleading to believe that work and life must be in perfect balance.</p>	<p>Next button is disabled until the end of the timeline.</p> <p>The scale appears at the beginning of the slide.</p>

<p>A scale appears on the slide. It is empty.</p> <p>The scale is centered on a palette color circle on the left side of the slide.</p> <p>Text is on the right side of the slide.</p> <p>The background is a muted palette color.</p>	<p>Balance [Underneath the scale]</p> <p>Studies Show:</p> <ul style="list-style-type: none"> <li>Working more than 45 hours per week is detrimental to physical and mental health</li> <li>Productivity declines around 50 hours per week and 55 or more hours is pointless.</li> <li>38 hours per week produces the happiest employees.</li> </ul>	<p>In truth, work-life balance simply means not working too much. This is defined as working no more than 45 hours a week. In fact, around 38 hours a week is considered ideal.</p> <p>Let's look at some studies:</p> <p>A variety of studies show that working more than 45 hours per week is detrimental to both physical and mental health. A 2014 study by John Pencavel of Stanford showed that productivity per hour declines around 50 hours per week and working more than 55 hours is pointless. And a study by time management author Laura Vandercam showed that around 38 hours of work per week produces the happiest employees. (Maura Thomas, Forbes, July 26, 2022) <a href="#">_____</a></p> <p>Click the next button when you are ready to continue.</p>	<p>The words “work”, “life” and “balance” appear in the scale trays and under the scale timed with their first mention in VO. Scale teeters and then is balanced when avatar finishes saying “balance”.</p> <p>“Studies Show” appears on the right had side of the slide.</p> <p>Bullet points appear timed with their mention in VO.</p> <p>Next button appears when mentioned in VO.</p> <p>Next button jumps to next slide (Slide 1.7).</p>
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Slide [1.7]/ Menu Title: Learning Objectives			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>This is the same layout as the previous slide, with the avatar and circle with the scale still in place.</p> <p>Text is on the right side of the slide.</p>	<p>[Slide Title] Learning Objectives</p> <p>[Body]</p> <p>After completing this course, you will be able to:</p> <ul style="list-style-type: none"> <li>Recognize when your employees exhibit signs of an unhealthy work-life balance. [L2]</li> </ul>	<p>[Avatar]</p> <p>So, what is this course about? You just practiced recognizing signs of an unhealthy work-life balance. You'll practice that a little more. After completing this course you'll also be able to:</p> <ul style="list-style-type: none"> <li>Recognize when your employees exhibit signs of an unhealthy work-life balance.</li> <li>Describe the risks that an unhealthy employee work-life balance poses to the company .</li> </ul>	<p>Next button is disabled at the beginning of this slide.</p> <p>First LO is timed with VO when it says “...recognizing signs of an unhealthy work-life balance.”</p> <p>LOs 2, 3 &amp; 4 fade in timed with VO.</p> <p>Avatar points to each LO as it appears.</p> <p>Next button jumps to slide 1.8</p>

	<ul style="list-style-type: none"> <li>Describe the risks that an unhealthy employee work-life balance poses to the company . [L2]</li> <li>Explain how a healthy employee work-life balance can benefit the employee and the company as a whole. [L2]</li> <li>Prepare a plan that will enable employees to improve their work-life balance. [L3]</li> </ul>	<ul style="list-style-type: none"> <li>Explain how a healthy employee work-life balance can benefit the employee and the company as a whole.</li> <li>Prepare a plan that will enable employees to improve their work-life balance.</li> </ul> <p>Let's get started. Click the next button when you are ready.</p>	
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Slide [1.8]/ Menu Title: Recognize the Signs			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Title is just under the top border on the left side of the slide. This title remains visible for all layers.</p> <p>Background is a muted palette color.</p> <p>There is a large circle centered in the right 1/3 portion of the slide.</p> <p>The edges of the circle are segmented into eight arcs (or wedges). The colors are variations of palette colors and are blank.</p> <p>The center of the circle contains an unbalanced scale with the words "work" and "life" in the</p>	<p>[Slide Title] The Signs of an Unhealthy Work-Life Balance</p> <p>[Center of circle – after scale fades out] Rotate the circle to learn about each sign of an unhealthy work-life balance.</p> <p><i>Click next after you have explored all of the signs.</i></p>	<p>[Avatar]</p> <p>The signs of an unhealthy work-life balance can manifest themselves in different ways. Remember, just because an employee is showing one of these signs, it doesn't necessarily mean they have an unhealthy work-life balance. Look for repeated instances of these signs. If they are repeated, an unhealthy WLB may be the cause.</p> <p>Rotate the circle to explore each sign.</p> <p>You can click the Next button when you are ready to move on.</p>	<p>The circle is a dial with a 360 degree rotation. Dial has 9 stops: 0-8</p> <p>The scale teeters when the VO states "unhealthy work-life balance".</p> <p>The scale fades out and is replaced with the "Center of circle" instructions when VO states "Rotate the circle..."</p> <p>Avatar fades out when circle is turned to position 1 (&gt;0).</p> <p>Center circle text and instructions are visible when a layer is not being displayed as a reminder to the learner.</p> <p>Position 1: Emotional Outbursts [Layer 1.8a] Position 2: Lethargy [Layer 1.8b] Position 3: Anxiety [Layer 1.8c] Position 4: Crying [Layer 1.8d] Position 5: Absenteeism [Layer 1.8e] Position 6: Arguing [Layer 1.8f]</p>

<p>trays and “balance” under the scale, as in slides 1.6 &amp; 1.7. This is replaced by the instructions as indicated in the “Animation/Interaction” column.</p> <p>Avatar is on the left side of the slide.</p> <p>[Accessible Items] Curved arrows and a pause button that can be clicked to turn the dial. Accessible controls have hover and selected states.</p>			<p>Position 7: Unfocused [Layer 1.8g] Position 8: Impatience [Layer 1.8h]</p> <p>As the dial is rotated, the text on the arcs appears and grows on the top of the circle when it is in the center position using a grow emphasis animation. As the dial turns, the text shrinks and is hidden.</p> <p>Layer text fades in and out as circles is turned.</p> <p>Next button is disabled until all layers are completed.</p> <p>Next button jumps to slide 1.9</p>
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Slide [1.8a]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layer title is located in the arc on the top edge of the circle.</p> <p>Picture representing emotional outbursts appears in the center of the circle. The background of the picture is the same as the arc color and the rectangle color.</p> <p>Rounded rectangle with body text appears on the left side of the slide. Rounded rectangle is the same color as the arc that the layer title is on.</p>	<p>[Layer Title] Emotional Outbursts</p> <p>[Body Text] When emotional outbursts occur, the employee may:</p> <ul style="list-style-type: none"> <li>• Yell</li> <li>• Argue</li> <li>• Spontaneous crying</li> </ul> <p>Emotional Outbursts due to an unhealthy work-life balance are frequent and unjustified.</p>	<p>[Avatar’s Voice] Emotional Outbursts can look different depending on the person. However, the most common sign is yelling or arguing with colleagues or customers, or spontaneous crying. Emotional outbursts are often unwarranted and do not seem like a natural reaction to whatever made the person upset. Remember, it is natural for people to occasionally get upset, but emotional outbursts due to an unhealthy work-life balance are frequent and unjustified.</p>	<p>Layer has a fade transition.</p> <p>Picture on the circle and shape with body text appear when the arc 1 is at the top of the circle.</p> <p>Picture and text are hidden when the dial turns and arc is moved past the center of the top of the circle.</p>

Body text appears left-justified in the rectangle.			
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Slide [1.8b]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Layout is the same as layer 1.8a. But the picture and text are about lethargy.	<p>[Layer Title] Lethargy</p> <p>[Body Text] When an employee is experiencing lethargy, they may:</p> <ul style="list-style-type: none"> <li>• Yawn often</li> <li>• Take naps at work</li> <li>• Doze off</li> <li>• Bags under eyes or bloodshot eyes</li> </ul> <p>If lethargy is persistent, it could be due to an unhealthy work-life balance.</p>	<p>[Avatar's Voice] When an employee is experiencing lethargy, they may yawn often, take naps in their car or in the break room, or even doze off while at work. They may also have bags under their eyes or bloodshot eyes. Lethargy does not mean that the employee simply didn't sleep well the night before or stayed out late. If the employee is exhibiting signs of lethargy every day for several days in a row, it could be a sign of an unhealthy work-life balance.</p>	<p>Layer has a fade transition.</p> <p>Picture on the circle and shape with body text appear when the arc 2 is at the top of the circle.</p> <p>Picture and text are hidden when the dial turns, and arc is moved past the center of the top of the circle.</p>

Slide [1.8c]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Layout is the same as layer 1.8a-1.8b. But the picture and text are about anxiety.	<p>[Slide Title] Anxiety</p> <p>[Body Text] Symptoms of Anxiety can include:</p> <ul style="list-style-type: none"> <li>• Nausea</li> <li>• Frequent visits to the restroom</li> <li>• Sweating</li> </ul>	<p>[Avatar's Voice] Anxiety has many symptoms. Some of those symptoms include nausea, frequent visits to the restroom, sweating, trembling, fast heart rate, restlessness, muscle tension and dizziness. If these signs of anxiety manifest themselves in an employee frequently and over several days, an unhealthy work-life balance may be the cause.</p>	<p>Layer has a fade transition.</p> <p>Picture on the circle and shape with body text appear when the arc 3 is at the top of the circle.</p> <p>Picture and text are hidden when the dial turns, and arc is moved past the center of the top of the circle.</p>

	<ul style="list-style-type: none"> <li>• Trembling</li> <li>• Increased Heart Rate</li> <li>• Restlessness</li> <li>• Muscle Tension</li> <li>• Dizziness</li> </ul> <p>Anxiety that is present over a prolonged period of time could be due to an unhealthy work-life balance.</p>		
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Slide [1.8d]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Layout is the same as layer 1.8a-1.8c. But the picture and text are about anxiety.	<p>[Slide Title] Crying</p> <p>[Body Text] Crying is sometimes a symptom of anxiety or an emotional outburst. Employees may:</p> <ul style="list-style-type: none"> <li>• Try to hide their crying.</li> <li>• Disappear and return with puffy or bloodshot eyes.</li> </ul> <p>Crying at work without a specific cause could be due to an unhealthy work-life balance.</p>	<p>[Avatar's Voice] Crying is a symptom that is connected to other signs such as anxiety and emotional outbursts. Many times, people try to hide their crying. They may disappear for a while and come back with bloodshot and puffy eyes. If an employee is crying frequently and they do not specify a cause, then an unhealthy work-life balance could be the reason.</p>	<p>Layer has a fade transition.</p> <p>Picture on the circle and shape with body text appear when the arc 4 is at the top of the circle.</p> <p>Picture and text are hidden when the dial turns, and arc is moved past the center of the top of the circle.</p>

Slide [1.8e]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Layout is the same as layer 1.8a-1.8d. But the picture and text are about anxiety.	<p>[Slide Title] Absenteeism</p>	<p>[Avatar's Voice] Absenteeism means that an employee is not only not coming to work, but they may also be arriving late or leaving early. They may</p>	<p>Layer has a fade transition.</p>

	<p>[Body Text] Absenteeism could mean:</p> <ul style="list-style-type: none"> <li>• The employee does not come to work</li> <li>• The employee is late, or leaves work early</li> <li>• Frequent sick leave</li> </ul> <p>If absenteeism is occurring often, it may be due to an unhealthy work-life balance.</p>	<p>also call in sick often. Staying away from work, which is the stressor with a person who is experiencing an unhealthy work-life balance, is one way people cope. If an employee is frequently absent, arriving late or leaving work early, an unhealthy work-life balance should be considered as the cause.</p>	<p>Picture on the circle and shape with body text appear when the arc 5 is at the top of the circle.</p> <p>Picture and text are hidden when the dial turns, and arc is moved past the center of the top of the circle.</p>
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Slide [1.8f]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layout is the same as layer 1.8a-1.8e. But the picture and text are about anxiety.</p>	<p>[Slide Title] Arguing</p> <p>[Body Text] Arguing can be a form of emotional outburst and could be due to:</p> <ul style="list-style-type: none"> <li>• Anxiety</li> <li>• Fatigue</li> <li>• Impatience</li> </ul> <p>If the employee is not prone to arguing, or it is happening often, it could be due to an unhealthy work-life balance.</p>	<p>[Avatar's Voice] When an employee is frequently arguing with other employees or with customers, this is another form of emotional outburst, and it may be due to anxiety, fatigue and impatience caused by an unhealthy work-life balance. This is especially true if the employee is not prone to arguing.</p>	<p>Layer has a fade transition.</p> <p>Picture on the circle and shape with body text appear when the arc 6 is at the top of the circle.</p> <p>Picture and text are hidden when the dial turns, and arc is moved past the center of the top of the circle.</p>

Slide [1.8g/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Layout is the same as layer 1.8a-1.8f. But the picture and text are about anxiety.</p>	<p>[Slide Title] Unfocused</p> <p>[Body Text] When an employee is unfocused, they may:</p> <ul style="list-style-type: none"> <li>• Forget orders or procedures</li> <li>• Daydream often</li> </ul> <p>Being unfocused could be a result of having anxiety or fatigue. If it is frequent, the employee may be experiencing an unhealthy work-life balance.</p>	<p>[Avatar's Voice] When an employee begins to forget orders, procedures, or they seem to be daydreaming often, they may be feeling unfocused. Being unfocused can be connected to anxiety and lethargy. Although everyone becomes unfocused at times, if this behavior is frequent, an unhealthy work-life balance should be investigated as a possible cause.</p>	<p>Layer has a fade transition.</p> <p>Picture on the circle and shape with body text appear when the arc 7 is at the top of the circle.</p> <p>Picture and text are hidden when the dial turns, and arc is moved past the center of the top of the circle.</p>
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Slide [1.8h]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layout is the same as layer 1.8a-1.8g. But the picture and text are about anxiety.</p>	<p>[Slide Title] Impatience</p> <p>[Impatience] Employees that exhibit impatience may:</p> <ul style="list-style-type: none"> <li>• Become pushy towards colleagues or customers</li> <li>• Always say they are in a hurry</li> <li>• Take action or make decisions without consulting others first.</li> </ul> <p>When an employee is often impatient, they may have an unhealthy work-life balance.</p>	<p>[Avatar's Voice] Impatience is evident when an employee becomes pushy towards colleagues or customers. The employee may tell others they are in a hurry, or they may take actions without consulting others first. Everyone gets impatient from time to time. But if impatient behavior is frequent and persists, then an unhealthy work-life balance should be explored as the cause.</p>	<p>Layer has a fade transition.</p> <p>Picture on the circle and shape with body text appear when the arc 8 is at the top of the circle.</p> <p>Picture and text are hidden when the dial turns, and arc is moved past the center of the top of the circle.</p> <p>Audio is optional and plays if user clicks on the speaker.</p>

Slide [1.9]/ Menu Title: The Burnt Out Hotel Clerk			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
This slide is the same layout as slide 1.3.	<p>[Slide Title]</p> <p><b>The Story of the Burnt-Out Hotel Clerk</b></p>	<p>[Avatar]</p> <p>Welcome back to the Core Skills Interactive TV Studio.</p> <p>You are now going to have the opportunity to spot signs of an unhealthy work life balance. But, this time, the video will not pause when the signs occur. Click on the hotel receptionist when you think she is exhibiting a sign. There are 5 signs in all. See if you can identify all of them before the video ends. Good luck!</p>	<p>Scene transition is fade in.</p> <p>Next button is disabled when this slide starts.</p> <p>Avatar is in the seat by the TV. There is a transparent rectangle over the move screen that persists until the avatar says "Good luck!" to prevent the user from clicking too early.</p> <p>View zooms in to TV screen when the play button is clicked.</p> <p>After zoom-in, automatically jump to Scene 2, Slide 2.2.</p>

Slide [1.10]/ Menu Title: The Burnt-Out Waiter			Objective: [N/A]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Slide layout is the same as 1.9.	<p>[Slide Title]</p> <p>No title on slide.</p>	<p>[Avatar]</p> <p>[After video in Scene 2, Slide 1.1]</p> <p>Nice work! Now let's see what you spotted.</p> <p>Click the next button to continue.</p>	<p>Slide transition is fade in.</p> <p>Next button is disabled when this slide starts.</p> <p>Avatar is still sitting in the chair</p> <p>Avatar turns back to face camera and says "Nice work! Now let's see what you spotted."</p> <p>The Next button becomes enabled and jumps to the next slide (slide 1.11)</p>

Slide [1.11]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide is the same layout as slide 1.3.</p> <p>Avatar is still seated in the chair.</p> <p>Question and answers appear on the screen.</p> <p>Submit Button</p>	<p>[Slide Title] <b>The Story of the Burnt-Out Hotel Clerk</b></p> <p>What signs of an unhealthy work-life balance did you identify?</p> <p>Emotional Outburst Lethargy [CORRECT ANSWER] Anxiety Crying Absenteeism [CORRECT ANSWER] Arguing Unfocused [CORRECT ANSWER] Impatience</p> <p>[Button] Submit Button</p>	<p>[Avatar] Alright, let's see what you identified. Click all the signs of an unhealthy work-life balance that you identified and then click the Submit button.</p>	<p>No slide transition so that it seems seamless with the previous slide.</p> <p>Avatar is looking at the camera while speaking.</p> <p>Question and choices appear with VO.</p> <p>Correct response will show layer 1.9a. Incorrect response will show layer 1.9b.</p> <p>Submit button appears timed with VO.</p>

Slide [1.11a]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A color palette rectangle appears in the middle of the slide.</p> <p>A green checkmark/thumbs-up indicates a correct answer.</p> <p>The title is under the checkmark/thumbs-up.</p>	<p>[Layer Title] That's Right!</p> <p>[Body] The clerk was showing signs of an unhealthy work life balance, including lethargy, absenteeism, and being unfocused. Click continue to learn more.</p> <p>[Button] Continue</p>	<p>[Avatar] Nice job!</p> <p>The clerk was lethargic, late to work, and unfocused. These are all signs of an unhealthy work-life balance. Click the continue button to learn more.</p>	<p>This layer corresponds with the correct answers being submitted with the submit button.</p> <p>Continue button appears timed with VO.</p> <p>Continue button will jump to the next slide (Slide 1.12).</p>

Body text and button are under the title.			
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Slide [1.11b]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A color palette rectangle appears in the middle of the slide.</p> <p>A red X/thumbs-down indicates an incorrect answer.</p> <p>The title is under the X/thumbs-down.</p> <p>Body text and button are under the title.</p>	<p>[Layer Title] Almost!</p> <p>[Body] The clerk was showing four signs of an unhealthy work life balance. Those signs were lethargy, absenteeism, and being unfocused. Click continue to learn more.</p> <p>[Button] Continue</p>	<p>[Avatar] Almost!</p> <p>The clerk was lethargic, late to work, and unfocused. These are all signs of an unhealthy work-life balance. Click the continue button to learn more.</p>	<p>This layer corresponds with the incorrect answers being submitted with the submit button.</p> <p>Continue button appears timed with VO.</p> <p>Continue button will jump to the next slide (Slide 1.12).</p>

Slide [1.12]/ Menu Title:		The Risks of an Unhealthy Work-Life Balance	Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Title is just under the top border on the left side of the slide.</p> <p>Background is a semitransparent palette color.</p> <p>There is a medium circle in the middle of the slide. There is text in the middle of the circle.</p>	<p>[Slide Title] Risks of an Unhealthy Work-Life Balance</p> <p>[Middle Circle Text] Risks of an Unhealthy Employee Work-Life Balance</p> <p>[Pop Out Circle1] Risks to Employees</p> <p>[Pop Out Circles for Circle 1:] [1a] Emotional Issues [1b] Decreased Health</p>	<p>[Avatar] An unhealthy work-life balance poses risks to both employees and employers. Click on the circle to begin.</p> <p>Now, click on each circle to explore the risks for employees and employers.</p> <p>When you are done exploring, you can click the next button to continue.</p>	<p>Slide has a fade transition</p> <p>Next button is disabled when this slide begins.</p> <p>Middle circle fades in at beginning of slide.</p> <p>When the middle circle is clicked, two secondary, smaller circles pop out on the right and left.</p> <p>When the user clicks on those circles, three additional circles pop out. This is timed with the VO when it says "Now, click on each circle..."</p>

<p>Smaller circles appear on the page when the center circle is clicked. Additional circles appear when those are clicked. See interactions column.</p> <p>Circles are in palette colors. The secondary and tertiary circles should be the same palette color for uniformity.</p>	<p>[1c] Lack of Sleep</p> <p>[Pop Out Circle2] Risks to Employers</p> <p>[Pop Out Circles for Circle 2:]</p> <p>[2a] Decreased Employee Health</p> <p>[2b] Decreased Productivity</p> <p>[2c] Burnout</p>		<p>When the user clicks on the smaller circles, each shows a layer.</p> <p>Circle 1a will show layer 1.10a  Circle 1b will show layer 1.10b  Circle 1c will show layer 1.10c  Circle 2a will show layer 1.10d  Circle 2b will show layer 1.10e  Circle 2c will show layer 1.10f</p> <p>Each circle has a visited state so the learner knows which layers have been viewed.</p> <p>The next button is enabled after all layers have been visited.</p> <p>Next button jumps to slide 1.13.</p>
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Slide [1.12a]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>A picture/gif representing the topic for this layer extends from the top to the bottom border. The picture/gif takes up about 1/3 of the slide.</p> <p>2/3 of the slide is a muted palette color.</p> <p>There is a back button centered underneath the slide text.</p>	<p>[Layer Title] Emotional Issues</p> <p>[Body Text] Emotional issues pose a risk to employees as they can lead to:</p> <ul style="list-style-type: none"> <li>• Outbursts at work</li> <li>• Lower productivity</li> <li>• Loss of motivation and interest at work</li> </ul>	<p>[Avatar]</p> <p>Emotional issues are connected to many of the other risks of an unhealthy work-life balance. For example, if an employee is not getting enough sleep, exercise, or time for themselves, they may begin exhibiting emotional issues. Emotional issues can lead to outbursts at work, lower productivity and loss of motivation and interest in work.</p>	<p>Layer has a fade transition.</p> <p>Text fades in timed with their mention in the VO.</p> <p>Layer is hidden when the user clicks the back button.</p> <p>When layer is hidden, base layer is shown in its saved state.</p>

Slide [1.12b]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>A picture/gif representing the topic for this layer</p>	<p>[Layer Title] Decreased Health</p>	<p>[Avatar]</p>	<p>Layer has a fade transition.</p>

<p>extends from the top to the bottom border. The picture/gif takes up about 1/3 of the slide.</p> <p>2/3 of the slide is a muted palette color.</p> <p>There is a back button centered underneath the slide text.</p>	<p>[Body Text] Decreased Health can include:</p> <ul style="list-style-type: none"> <li>• High blood pressure</li> <li>• Liver disease</li> <li>• Obesity</li> <li>• Heart disease</li> <li>• Cancer</li> <li>• Frequent illnesses</li> </ul>	<p>When an employee has an unhealthy work life balance, it can affect their overall health in significant ways. Due to a lack of sleep, lack of exercise and increased stress, health issues such as high blood pressure, liver disease, obesity, heart disease, and even cancer can result. Stress and anxiety can also decrease the effectiveness of the immune system, which can lead to the employee getting ill more often.</p>	<p>Text fades in timed with their mention in the VO.</p> <p>Layer is hidden when the user clicks the “close” icon.</p> <p>When layer is hidden, base layer is shown in its saved state.</p>
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Slide [1.12c]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>A picture/gif representing the topic for this layer extends from the top to the bottom border. The picture/gif takes up about 1/3 of the slide.</p> <p>2/3 of the slide is a muted palette color.</p> <p>There is a back button centered underneath the slide text.</p>	<p>[Layer Title] Lack of Sleep</p> <p>[Body Text] When an employee does not get enough sleep, it can cause:</p> <ul style="list-style-type: none"> <li>• Health issues</li> <li>• Fatigue</li> <li>• Increased Stress</li> <li>• Loss of Focus</li> </ul>	<p>[Avatar] Excessive anxiety, stress and long work hours can lead to an employee losing important time to sleep. When a person does not get enough sleep, it can lead to health issues, fatigue, increased stress, and loss of focus.</p>	<p>Layer has a fade transition.</p> <p>Text fades in timed with their mention in the VO.</p> <p>Layer is hidden when the user clicks the “close” icon.</p> <p>When layer is hidden, base layer is shown in its saved state.</p>

Slide [1.12d]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>A picture/gif representing the topic for this layer extends from the top to the bottom border. The picture/gif takes up about 1/3 of the slide.</p>	<p>[Layer Title] Absent Employees</p> <p>[Body Text] Decreased employee health can result in:</p>	<p>[Avatar] When employees are frequently absent, it can lead to businesses being short-staffed, which can increase the workload of other employees. It could also cause the business to lose revenue.</p>	<p>Layer has a fade transition.</p> <p>Text fades in timed with their mention in the VO.</p>

<p>2/3 of the slide is a muted palette color.</p> <p>There is a back button centered underneath the slide text.</p>	<ul style="list-style-type: none"> <li>• Insufficient staffing</li> <li>• Increased insurance costs</li> <li>• Lost revenue</li> </ul>		<p>Layer is hidden when the user clicks the “close” icon.</p> <p>When layer is hidden, base layer is shown in its saved state.</p>
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Slide [1.12e]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>A picture/gif representing the topic for this layer extends from the top to the bottom border. The picture/gif takes up about 1/3 of the slide.</p> <p>2/3 of the slide is a muted palette color.</p> <p>There is a back button centered underneath the slide text.</p>	<p>[Layer Title] Decreased Productivity</p> <p>[Body Text] When employees are not as productive, it can cause:</p> <ul style="list-style-type: none"> <li>• Loss in revenue</li> <li>• Increased workload for other employees</li> <li>• Increased operating costs</li> </ul>	<p>[Avatar]</p> <p>When an employee becomes less productive, it affects the entire business. Loss of productivity can be costly due to lost revenue and increased operating costs. Furthermore, other employees may have to fill in for the lost productivity causing them to have an increased workload.</p>	<p>Layer has a fade transition.</p> <p>Text fades in timed with their mention in the VO.</p> <p>Layer is hidden when the user clicks the “close” icon.</p> <p>When layer is hidden, base layer is shown in its saved state.</p>

Slide [1.12f]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>A picture/gif representing the topic for this layer extends from the top to the bottom border. The picture/gif takes up about 1/3 of the slide.</p> <p>2/3 of the slide is a muted palette color.</p> <p>There is a back button centered underneath the slide text.</p>	<p>[Layer Title] Burnout</p> <p>[Body Text] Burnout can result from a prolonged unhealthy work-life balance. Burnout can lead to:</p> <ul style="list-style-type: none"> <li>• Employee resignation</li> <li>• Additional training costs for new staff</li> <li>• Temporary loss of profit and productivity</li> </ul>	<p>[Avatar]</p> <p>Ultimately, all of the negative effects of an unhealthy work-life balance can lead to employee burnout. When an employee quits their job, it can lead to additional costs due to training new staff, and a temporary loss of profit and productivity.</p>	<p>Layer has a fade transition.</p> <p>Text fades in timed with their mention in the VO.</p> <p>Layer is hidden when the user clicks the “close” icon.</p> <p>When layer is hidden, base layer is shown in its saved state.</p>

Slide [1.13]/ Menu Title: Ranking Your Risk			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>There is no side title.</p> <p>Text is situated at the upper left side of the slide.</p> <p>Background is a muted palette color.</p> <p>Six rectangles with text and the same images/gifs from 1.10a-f are situated on the left side of the slide.</p> <p>A rectangle in a palette color is on the right hand of the slide with the header "Risk Levels" and numbers 1-6.</p> <p>A Reset button is centered at the bottom of the slide.</p>	<p>Which risks threatens your organization the most?</p> <p><b>1</b> is the most risky and <b>6</b> is the least risky.</p> <p>[Rectangle 1] Emotional Issues</p> <p>[Rectangle 2] Lack of Sleep</p> <p>[Rectangle 3] Absent Employees</p> <p>[Rectangle 4] Decreased Productivity</p> <p>[Rectangle 5] Decreased Health</p> <p>[Rectangle 6] Burnout</p> <p>[Large Rectangle on the Right] Risk Levels</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol> <p>[Button] Reset</p>	<p>[Avatar]</p> <p>Let's take a moment to reflect. Which risks of an unhealthy employee work-life balance threaten your organization the most?</p> <p>Rank the level of severity of the different risks by clicking the pictures below. One is the most risky and six is the least risky.</p> <p>If you change your mind, you can click the reset button and start over.</p> <p>Click the Next button when you've ranked all six risks.</p>	<p>Slide has a fade transition</p> <p>The next button is disabled at the beginning of this slide.</p> <p>Each of the six rectangles has a hover state and a selected state.</p> <p>When each rectangle is selected, the "Risk Levels" list populates with the text of the selected rectangle in order from 1-6. This should be set up so that no matter what the learner selects, they appear in order. The selected state of each rectangle has a number corresponding to whatever ranking was selected.</p> <p>The reset button clears the "Risk Levels" list and resets the rectangles to their normal, unselected state.</p> <p>The next button is enabled after all six rectangles have been selected and the list is full.</p> <p>Next button jumps to slide 1.14.</p>

Slide [1.14]/ Menu Title: Your Top Risk			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>There is no side title.</p> <p>Text and image are variable for this slide based on the learner's #1 risk selection on slide 1.13.</p> <p>Image/gif is the same as the images from layers 1.12a-f.</p> <p>Image/gif is situated on the right side of the slide.</p> <p>Background is a muted palette color.</p> <p>The top risk text is in large, bold text centered near.</p> <p>The body text is left-justified under the to risk.</p>	<p>[Text varies based upon the learner's #1 risk selection from slide 1.13]</p> <p>Emotional Issues Absent Employees Decreased Productivity Lack of Sleep Decreased Health Burnout</p> <p>You selected [#1 choice appears here in bold] as the risk that is most critical to your organization. Keep this in mind as you continue the course. Pay special attention to how you can mitigate this particular risk.</p> <p>But first, let's talk about the benefits of employees having a healthy work-life balance.</p>	<p>[Audio varies based on the learner's #1 risk selection]</p> <p>[Avatar]</p> <p>You selected [#1 choice] as the risk that is most critical to your organization. Keep this in mind as you continue the course. Pay special attention to how you can mitigate this particular risk.</p> <p>But first, let's talk about the benefits of employees having a healthy work-life balance.</p>	<p>Slide has no transition.</p> <p>Text and image have fade transitions and have variables/states in order to display the learner's #1 risk selection.</p> <p>Next button is disabled at the start of the slide.</p> <p>Next button is enabled with the audio completes. This is because there need to be 6 different versions of the audio that are triggered by variables based on the learner's #1 risk selection. They will have different lengths.</p> <p>Next button jumps to slide 1.15</p>

Slide [1.15]/ Menu Title: Benefits of a Healthy Work-Life Balance			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>This slide is the same layout as slide 1.8, but the circle is segmented into 6 sections instead of 8.</p>	<p>[Slide Title]</p> <p>The Benefits of a Healthy Employee Work-Life Balance</p> <p>[In the center of the large Circle] Benefits of a Healthy Employee Work-Life Balance. Click here to begin.</p> <p>[Center of circle – after click] Rotate the circle to learn about</p>	<p>[Avatar]</p> <p>So, now you know there are many risks of employees having an unhealthy work-life balance. However, the benefits of them having a healthy work-life balance are definitely worth looking into.</p> <p>You will notice that the benefits of a healthy work-life balance are all interconnected.</p> <p>Rotate the circle to explore each benefit.</p>	<p>The circle is a dial with a 360 degree rotation. Dial has 7 stops: 0-6</p> <p>Text in the center of the circle directs the user to rotate the circle.</p> <p>Text and instructions are visible when dial is in position 0.</p> <p>Position 1: Increased Productivity [Layer 1.12a]</p> <p>Position 2: Stronger Relationships [Layer</p>

	<p>each benefit of a healthy work-life balance.</p> <p>[Signs Text]  Increased Productivity  Stronger Relationships  Improved Morale  Increased Profits  Healthier Employees  Lower Costs</p>	<p>You can click the Next button when you are ready to move on.</p>	<p>1.12b]  Position 3: Improved Morale [Layer 1.12c]  Position 4: Increased Profits [Layer 1.12d]  Position 5: Healthier Employees [Layer 1.12e]  Position 6: Lower Costs [Layer 1.12f]</p> <p>As the dial is rotated, the text appears and grows on the top of the circle when it is in the center position using a grow emphasis animation. As the dial turns, the text shrinks and is hidden.</p> <p>Layer text fades in and out as circles is turned and</p> <p>Next button jumps to slide 1.13</p>
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Slide [1.15b]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>The layout of this layer is the same as 1.8a.</p>	<p>[Title]  Increased Productivity</p> <p>[Body Text]  A healthy work-life balance leads to increased productivity, because employees are:</p> <ul style="list-style-type: none"> <li>• Happier</li> <li>• Healthier</li> <li>• Have more personal time</li> <li>• Less stressed</li> <li>• Have increased morale</li> <li>• Have an improved attitude towards work</li> </ul> <p>[Speaker Icon Text in Italics]  Click the speaker for audio.</p>	<p>[Avatar's Voice]  When employees have a healthy work-life balance, this leads to increased productivity for the company. This is because employees are happier, healthier, have more personal time and less stress. Employee morale increases and their view of work is improved.</p>	<p>Layer has a fade transition.</p> <p>Picture on the circle and shape with body text appear when the arc 1 is at the top of the circle.</p> <p>Picture and text are hidden when the dial turns and arc is moved past the center of the top of the circle.</p> <p>Audio is optional and plays if user clicks on the speaker.</p>

Slide [1.15c]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same layout as layer 1.12a, but the picture and text are about stronger relationships.	<p>[Title] Stronger Relationships</p> <p>[Body Text] Stronger work relationships result from a healthier employee work-life balance because employees are:</p> <ul style="list-style-type: none"> <li>• Happier</li> <li>• More Relaxed</li> <li>• Less Stressed</li> <li>• Have increased morale</li> <li>• Have more time to nurture relationships</li> </ul> <p>[Speaker Icon Text in italics] Click the speaker for audio.</p>	<p>[Avatar's Voice] Having a healthy work-life balance can strengthen relationships among employees and management. When employees are happier, more relaxed and experience less stress, their morale increases. They also have more time to nurture their relationships while at work.</p>	<p>Layer has a fade transition.</p> <p>Picture on the circle and shape with body text appear when the arc 2 is at the top of the circle.</p> <p>Picture and text are hidden when the dial turns and arc is moved past the center of the top of the circle.</p> <p>Audio is optional and plays if user clicks on the speaker.</p>

Slide [1.15d]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same layout as layer 1.12a, but the picture and text are about improved morale.	<p>[Title] Improved Morale</p> <p>[Body Text] A benefit of employees having a healthy work life balance is increased morale. Increased work morale leads to:</p> <ul style="list-style-type: none"> <li>• Stronger relationships</li> <li>• Improved attitude towards work</li> <li>• Higher productivity</li> <li>• Increased profits</li> <li>• Decreased costs</li> </ul>	<p>[Avatar's Voice] When employees have a healthy work-life balance, their morale increases. This affects the entire company. Increased morale leads to stronger relationships, improved attitudes around work, higher productivity, increased profits, and decreased costs.</p>	<p>Layer has a fade transition.</p> <p>Picture on the circle and shape with body text appear when the arc 3 is at the top of the circle.</p> <p>Picture and text are hidden when the dial turns and arc is moved past the center of the top of the circle.</p> <p>Audio is optional and plays if user clicks on the speaker.</p>

	[Speaker Icon Text in Italics] Click the speaker for audio.		
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Slide [1.15e]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same layout as layer 1.12a, but the picture and text are about increased profits.	<p>[Title] Increased Profits</p> <p>[Body Text] Profits increase when employees have a healthy work life balance because employees are:</p> <ul style="list-style-type: none"> <li>• More productive</li> <li>• More punctual</li> <li>• More enthusiastic about work</li> <li>• Sick less often</li> <li>• Absent less</li> </ul> <p>[Speaker Icon Text in Italics] Click the speaker for audio.</p>	<p>[Avatar's Voice] When employees have a healthy work-life balance, this can lead to increased profits. Employees become more productive, they show up to work on time and are more enthusiastic about working. Due to decreased illnesses, they also tend to be absent less.</p>	<p>Layer has a fade transition.</p> <p>Picture on the circle and shape with body text appear when the arc 3 is at the top of the circle.</p> <p>Picture and text are hidden when the dial turns and arc is moved past the center of the top of the circle.</p> <p>Audio is optional and plays if user clicks on the speaker.</p>

Slide [1.15f]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same layout as layer 1.12a, but the picture and text are about healthier employees.	<p>[Title] Healthier Employees</p> <p>[Body Text] When employees have a healthy work-life balance, this allows them to:</p> <ul style="list-style-type: none"> <li>• Take time for self-care</li> <li>• Exercise more</li> <li>• Rest more</li> </ul>	<p>[Avatar's Voice] A healthy work-life balance can mean a healthier life overall. When employees have more time to take care of themselves and their family, exercise, and rest, this leads to improved health overall. This also leads to a reduction in stress.</p>	<p>Layer has a fade transition.</p> <p>Picture on the circle and shape with body text appear when the arc 4 is at the top of the circle.</p> <p>Picture and text are hidden when the dial turns and arc is moved past the center of the top of the circle.</p>

	<ul style="list-style-type: none"> <li>• Have decreased stress</li> </ul> <p>[Speaker Icon Text in Italics] Click the speaker for audio.</p>		Audio is optional and plays if user clicks on the speaker.
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Slide [1.15g]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same layout as layer 1.12a, but the picture and text are about lower costs.	<p>[Title] Lower Costs</p> <p>[Body Text] Having healthier and happier employees lowers operating costs because there is:</p> <ul style="list-style-type: none"> <li>• A decrease in absenteeism</li> <li>• Less burnout</li> <li>• Higher employee retention</li> </ul> <p>[Speaker Icon Text in Italics] Click the speaker for audio.</p>	When employees have a healthy work-life balance, it can lower business costs. This can be due to a decrease in absenteeism, less burnout, and higher employee retention. Furthermore, employees are more productive.	<p>Layer has a fade transition.</p> <p>Picture on the circle and shape with body text appear when the arc 5 is at the top of the circle.</p> <p>Picture and text are hidden when the dial turns and arc is moved past the center of the top of the circle.</p> <p>Audio is optional and plays if user clicks on the speaker.</p>

Slide [1.16]/ Menu Title: Get the Benefits! Avoid the Risks!			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>There are no custom borders on this slide.</p> <p>The background is a restaurant or hotel scene that is faded so that it does not distract from the foreground objects.</p> <p>There are three small rounded rectangles evenly horizontally distributed at</p>	<p>[Slide Title] No Title</p> <p>[Rectangle Text] Group 1: Rectangle 1a: Healthier Employees [CORRECT] Rectangle 1b: Decreased Health Rectangle 1c: Lack of Sleep</p> <p>Group 2: Rectangle 2a: Emotional Issues</p>	<p>[Avatar's Voice]</p> <p>Begin!</p> <p>Nice job!</p> <p>Uh oh!</p>	<p>Layer 1.13a shows when the timeline starts on this slide.</p> <p>When layer 1.13a is hidden, the timeline resumes on this slide.</p> <p>A few seconds after the timeline resumes on this slide, the rectangle text will appear for each group. Then, very shortly after the text appears, shapes or creatures will drop from behind the rectangles.</p>

<p>the top of the slide. The rectangles are blank and in a palette color.</p> <p>There is a slider centered on the bottom of the slide. The track of the slider is transparent. The thumb of the slider is either a box or one of the waiter or hotel clerk characters from one of the videos holding a box.</p> <p>Earned power-ups are located at the top left corner of the slide just above the rectangles.</p> <p>Points are centered vertically on the right side of the slide.</p> <p>There are 12 objects hidden behind the rectangles – 3 groups of four – each group containing 1 benefit and two risks. The objects can be shapes, or they could be little creatures (evil ones for the risks and good ones for the benefits)</p>	<p>Rectangle 2b: Employee Absenteeism Rectangle 2c: Decreased Stress [CORRECT]</p> <p>Group 3: Rectangle 3a: Decreased Productivity Rectangle 3b: Improved Morale [CORRECT] Rectangle 3c: Loss of Revenue</p> <p>Group 4: Rectangle 4a: Insufficient Staffing Rectangle 4b: Burnout Rectangle 4c: Stronger Relationships [CORRECT]</p> <p>Score: [Number Variable starting at 0]</p>		<p>User can slide the slider back and forth to catch benefits and avoid risks. Alternatively, for accessibility, the user can click on the rectangles with the answers at the top. This will set the slider automatically to the correct position.</p> <p>If a correct answer intersects the box or the box the character is holding, then the score will increase by 1. If an incorrect answer intersects the box or the character/box, then the score will decrease by 1.</p> <p>Answers are hidden when they intersect the character or the box. Otherwise, they fall off the bottom of the slide.</p> <p>When a correct answer intersects the box, audio “Nice job!” plays. When a incorrect answer intersects the box/characters, then “Uh oh!” plays.</p> <p>When the timeline ends on this slide, it will automatically show layer 1.13b if the score is &gt;3. It will show layer 1.13c if the score is &lt;3.</p>
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Slide [1.16a]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
There is a rounded rectangle of a palette color centered on the slide. The	[Layer Title] Get the Benefits! Avoid the Risks!	[Avatar’s Voice] When you click the start button below, two risks and one benefit will appear in the three	This layer shows immediately at the start of the timeline of slide 1.13.

<p>rectangle takes up most of the space of the slide. The title is centered at the top of the rectangle and the instructions are centered below the title, left-justified.</p> <p>The start button is centered at the bottom of the rectangle.</p>	<p>[Instructions]          Catch the benefits.          Avoid the risks.          Power-ups allow you to gain back a point you lost.          The maximum number of points is 4.          Click start when you are ready to begin!</p> <p>[Button]          Start</p>	<p>rectangles at the top. After a second, the benefits and risks will begin to fall from the rectangles. Your job is to catch the benefits and avoid the risks by moving the box/character below! You can also click on the rectangles to move the box/character if you wish. You get one point for catching the benefits, but you lose one point if a risk hits you, so be careful! If you want to, you can use a power up to slow the falling rate of the benefits and risks for ten seconds. Click the start button when you are ready to begin!</p>	<p>The layer is hidden when the user clicks the Start button.</p> <p>This layer does not show immediately if the user clicks the Play Again or Try Again buttons on layers 1.13b or 1.13c.</p>
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Slide [1.16b]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same visual layout as layer 1.13a</p>	<p>[Slide Title]          Well done!</p> <p>You got caught [3-4] benefits!</p> <p>[Buttons]          Play Again!</p> <p>Continue</p>	<p>[Avatar's Voice]          Well done!</p> <p>You got caught three or more benefits!</p> <p>Click the play again button below if you'd like to play again.</p> <p>Otherwise, click the Continue button</p>	<p>Layer has a fade transition</p> <p>Play Again button hides this layer, resets variables and starts slide 1.13 at the beginning of the timeline.</p> <p>Continue button jumps to slide 1.14.</p>

Slide [1.16c]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same visual layout as layer 1.13a</p>	<p>[Slide Title]          Nice Try!</p> <p>You caught [0-2] benefits, but you got hit by [risks].</p> <p>[Buttons]          Try Again!</p> <p>Continue</p>	<p>[Avatar's Voice]          Nice try!</p> <p>You caught less than three benefits. Click the Try Again button if you'd like to try again.</p> <p>Otherwise, click the Continue button.</p>	<p>Layer has a fade transition</p> <p>Try Again button hides this layer, resets variables and starts slide 1.13 at the beginning of the timeline.</p> <p>Continue button jumps to slide 1.14.</p>

Slide [1.17]/ Menu Title: Methods for Providing a Healthy Work-Life Balance			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background is a semitransparent video of a restaurant or hotel. This provides a bit of visual interest in the background.</p> <p>About ¼ of the slide is occupied by a large rounded rectangle that extends almost to the top and bottom borders and situated on the right. The rectangle is a solid, but muted palette color.</p> <p>There are eight tabs protruding from the left side of the rectangle with the text for the eight methods included.</p> <p>The slide title appears centered at the top of the rounded rectangle. The instructions are situated just below the title and left justified.</p>	<p>[Slide Title] Methods for Providing a Healthy Work-Life Balance</p> <p>[Instructions] Click the tabs to learn about each method.</p> <p>[Tab Text] Enjoyable Breaks Shorter Hours Flextime Grouping Days Off Employee Suggestions Provide Guidance Transportation Assistance Set Expectations</p>	<p>Good job catching those benefits and avoiding those risks!</p> <p>Because there are so many benefits to your employees having a healthy work-life balance, it's important to know how you can help them achieve it! Eight methods are provided for you here.</p> <p>The risk you rated as the most critical for your organization is noted here. Pay special attention to what method may best mitigate that risk.</p> <p>Click on the tabs to learn about each method. After you have reviewed all eight methods you can select the Next button to continue.</p>	<p>Next button is disabled at the beginning of the timeline.</p> <p>Tabs are disabled until the end of the VO.</p> <p>Tabs have hover, selected, and visited states.</p> <p>Next button is enabled after all eight tabs have been visited.</p> <p>Tabs are a button set so that only one tab can be selected at one time.</p> <p>When any tab is selected, the avatar and instructions fade out and jumps to the corresponding layer.</p> <p>Each tab jumps to these layers: Enjoyable Breaks – 1.14a Shorter Hours – 1.14b Flextime – 1.14c Grouping Off Days – 1.14d Employee Suggestions – 1.14e Provide Guidance – 1.14f Transportation Assistance – 1.14g Set Expectations – 1.14h</p> <p>Next button jumps to slide 1.15</p>

Slide [1.17a]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>The rounded rectangle on the base layer is covered by this layer.</p>	<p>[Layer Title] Enjoyable Breaks</p>	<p>[Avatar's Voice] Breaks during work are important because they allow employees to reset and increase</p>	<p>Layer has a fade transition</p>

<p>Layer Title is centered at the top of the rectangle.</p> <p>Layer Text is left-justified and just below the layer title.</p> <p>There is a picture representing the topic centered just below the text.</p> <p>There is a speaker button to allow the user to hear the audio if desired.</p>	<p>[Layer Text] Breaks during work are important because they allow employees to reset and increase their energy levels. It is critical that employees do something they enjoy while on break. For example, they can go for a walk, text with friends or make a phone call, read, or even meditate.</p> <p>Encourage employees to take breaks away from their workplace if possible and respect their decisions to take a break or with other colleagues.</p> <p>[Speaker Icon Text in Italics] Click the speaker for audio.</p>	<p>their energy levels. It is critical that employees do something they enjoy while on break. For example, they can go for a walk, text with friends, or make a phone call, read, or even meditate.</p> <p>Encourage employees to take breaks away from their workplace if possible, and respect their decisions to take a break alone or with other colleagues.</p>	<p>Audio is triggered if the user clicks on the speaker icon.</p> <p>Tab for this layer is set to selected while on this layer.</p> <p>Tab for this layer is set to visited when another layer is visited.</p> <p>This layer is hidden when another tab is selected.</p>
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Slide [1.17b]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layout is the same as layer 1.17a</p>	<p>[Layer Title] Shorter Hours</p> <p>[Layer Text] Offering employees shorter work hours can help them improve their work-life balance by allowing them to have more time for their personal lives. Work hours can be reduced from 8 to 6 hours a day, or one day can have fewer hours than others. Alternatively, employees could split their hours with another employee to shorten their hours.</p>	<p>[Avatar's Voice] Offering employees shorter work hours can help them improve their work-life balance by allowing them to have more time for their personal lives. Work hours can be reduced from 8 to 6 hours a day, or one day can have fewer hours than others. Alternatively, employees could split their time with another employee to shorten their hours. Shorter work hours are not always easy or feasible, but the possibility should be explored.</p>	<p>Layer has a fade transition</p> <p>Audio is triggered if the user clicks on the speaker icon.</p> <p>Tab for this layer is set to selected while on this layer.</p> <p>Tab for this layer is set to visited when another layer is visited.</p> <p>This layer is hidden when another tab is selected.</p>

	<p>Shorter work hours are not always easy or feasible, but the possibility should be explored.</p> <p>[Speaker Icon Text in Italics] Click the speaker for audio.</p>		
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Slide [1.17c]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Layout is the same as layer 1.17a – 1.17b.	<p>[Layer Title] Flextime</p> <p>[Layer Text] Sometimes, employees may need to arrive later to work or leave earlier. This could be consistent or only on certain days. Flextime can also be requested on days when the employee needs it. By offering employees the option to flex their start and end times at work, it can allow them to take care of personal tasks that they otherwise would not be able to address.</p> <p>[Speaker Icon Text in Italics] Click the speaker for audio.</p>	<p>[Avatar’s Voice] Sometimes, employees may need to arrive later to work or leave earlier. This could be consistent or only on certain days. Flextime can also be requested on days when the employee needs it. By offering employees the option to flex their start and end times at work, it can allow them to take care of personal tasks that they otherwise would not be able to address.</p>	<p>Layer has a fade transition</p> <p>Audio is triggered if the user clicks on the speaker icon.</p> <p>Tab for this layer is set to selected while on this layer.</p> <p>Tab for this layer is set to visited when another layer is visited.</p> <p>This layer is hidden when another tab is selected.</p>

Slide [1.17d]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Layout is the same as layer 1.17a – 1.17c.	<p>[Layer Title] Grouping Days Off</p> <p>[Layer Text]</p>	<p>[Avatar’s Voice] Often, employees may have their days off on days that are not consecutive, like on a Monday and a Wednesday. This makes it difficult for the employee to maximize their</p>	<p>Layer has a fade transition</p> <p>Audio is triggered if the user clicks on the speaker icon.</p>

	<p>Often, employees may have their days off on days that are not consecutive, like on a Monday and a Wednesday. This makes it difficult for the employee to maximize their time off work and can lead to them feeling that their days off are not as productive or as helpful as they would like. It is a good idea to try to group employee days off during consecutive days. That way, the employee still has more time to take care of themselves and their personal needs.</p> <p>[Speaker Icon Text in Italics] Click the speaker for audio.</p>	<p>time off work and can lead to them feeling that their days off are not as productive or as helpful as they would like. It is a good idea to try to group employee days off during consecutive days. That way, the employee still has more time to take care of themselves and their personal needs.</p>	<p>Tab for this layer is set to selected while on this layer.</p> <p>Tab for this layer is set to visited when another layer is visited.</p> <p>This layer is hidden when another tab is selected.</p>
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Slide [1.17e]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layout is the same as layer 1.17a – 1.17d.</p>	<p>[Layer Title] Employee Suggestions</p> <p>[Layer Text] Allowing employees to make suggestions about how the business operates can give them a sense of belonging and appreciation. Suggestions can be anonymous, if desired, and can be collected in a variety of ways. The employer can offer employee meetings, emails, or a suggestion board or box to collect employee suggestions. Though suggestions don't always need to be implemented, it is</p>	<p>[Avatar's Voice] Allowing employees to make suggestions about how the business operates can give them a sense of belonging and appreciation. Suggestions can be anonymous, if desired, and can be collected in a variety of ways. The employer can offer employee meetings, emails, or a suggestion board or box to collect employee suggestions. Though suggestions don't always need to be implemented, it is important for employees to feel their opinions are important and heard.</p>	<p>Layer has a fade transition</p> <p>Audio is triggered if the user clicks on the speaker icon.</p> <p>Tab for this layer is set to selected while on this layer.</p> <p>Tab for this layer is set to visited when another layer is visited.</p> <p>This layer is hidden when another tab is selected.</p>

	<p>important for employees to feel their opinions are important and heard.</p> <p>[Speaker Icon Text in Italics] Click the speaker for audio.</p>		
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Slide [1.17f]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layout is the same as layer 1.17a – 1.17e.</p>	<p>[Layer Title] Provide Guidance</p> <p>[Layer Text] Many times, employees don't know how to achieve a healthy work-life balance because they do not know the techniques required to do so. Techniques like time management and prioritization of tasks can greatly help employees with their work-life balance. Offering training or resources to employees is one way an employer can provide guidance to employees so they can take charge of improving their work-life balance health.</p> <p>[Speaker Icon Text in Italics] Click the speaker for audio.</p>	<p>[Avatar's Voice] Many times, employees don't know how to achieve a healthy work-life balance because they do not know the techniques required to do so. Techniques like time management and prioritization of tasks can greatly help employees with their work-life balance. Offering training or resources to employees is one way an employer can provide guidance to employees so they can take charge of improving their work-life balance health.</p>	<p>Layer has a fade transition</p> <p>Audio is triggered if the user clicks on the speaker icon.</p> <p>Tab for this layer is set to selected while on this layer.</p> <p>Tab for this layer is set to visited when another layer is visited.</p> <p>This layer is hidden when another tab is selected.</p>

Slide [1.17g]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layout is the same as layer 1.17a – 1.17f.</p>	<p>[Layer Title] Transportation Assistance</p>	<p>[Avatar's Voice] For many employees, getting to and from work can be costly and time-consuming. This</p>	<p>Layer has a fade transition</p>

	<p>[Layer Text] For many employees, getting to and from work can be costly and time-consuming. This is especially true for employees who do not live close to their place of work. By providing transportation assistance to employees, employers can assist them with this task and reduce their stress around it. Some ways to provide assistance are:</p> <ul style="list-style-type: none"> <li>• Providing public transportation passes</li> <li>• Providing vouchers for taxis or ride shares</li> <li>• Setting up a carpooling system</li> </ul> <p>[Speaker Icon Text in Italics] Click the speaker for audio.</p>	<p>is especially true for employees who do not live close to their place of work. By providing transportation assistance to employees, employers can assist them with this task and reduce their stress around it. Some ways to provide assistance are:</p> <ul style="list-style-type: none"> <li>• Providing public transportation passes</li> <li>• Providing vouchers for taxis or ride shares and</li> <li>• Setting up a carpooling system</li> </ul>	<p>Audio is triggered if the user clicks on the speaker icon.</p> <p>Tab for this layer is set to selected while on this layer.</p> <p>Tab for this layer is set to visited when another layer is visited.</p> <p>This layer is hidden when another tab is selected.</p>
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Slide [1.17h]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layout is the same as layer 1.17a – 1.17g.</p>	<p>[Layer Title] Set Expectations</p> <p>[Layer Text] If you know that a particular day or week is going to be especially busy, it is a good idea to inform your employees ahead of time so they can make arrangements. Doing this also shows the employees that you value their time and understand that they have lives outside of work that they need to tend to. Of course,</p>	<p>[Avatar’s Voice] If you know that a particular day or week is going to be especially busy, it is a good idea to inform your employees ahead of time so they can make arrangements. Doing this also shows the employees that you value their time and understand that they have lives outside of work that they need to tend to. Of course, this cannot always be predicted, but making an attempt to do this can be helpful. This can also be an opportunity to increase staffing, so the majority of work does not fall on a single employee.</p>	<p>Layer has a fade transition</p> <p>Audio is triggered if the user clicks on the speaker icon.</p> <p>Tab for this layer is set to selected while on this layer.</p> <p>Tab for this layer is set to visited when another layer is visited.</p> <p>This layer is hidden when another tab is selected.</p>

	<p>this cannot always be predicted, but making an attempt to do this can be helpful. This can also be an opportunity to increase staffing so the majority of work does not fall on a single employee.</p> <p>[Speaker Icon Text in Italics] Click the speaker for audio.</p>		
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Slide [1.18]/ Menu Title: Assessment			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Avatar is situated on the left side of the screen.</p>	<p>[Slide Title] <b>Assessment</b></p> <p>[Body Text] This final quiz will contain:</p> <ul style="list-style-type: none"> <li>• Multiple Choice</li> <li>• 5 Random Questions</li> <li>• 80% Required to Pass</li> </ul> <p>Click Next when you are ready to begin.</p>	<p>Let's see what you have learned in this course. On the next slide, you will see eight images. Each image represents a multiple-choice question. Five of the eight questions will be selected for you at random. After you arrive at the slide, click the Randomize button to receive your questions.</p> <p>You must score 80% in order to pass. You can take the quiz as many times as you need to achieve a passing score.</p> <p>Click next when you are ready to begin and good luck!</p>	<p>Next button is disabled when this timeline begins.</p> <p>Next button is set to normal when VO ends.</p> <p>Text fades in timed with VO reference.</p> <p>Next button jumps to Scene 3, Slide 3.1.</p> <p>Results slide is slide 3.10.</p>

Slide [3.1]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>No slide title</p> <p>Eight pictures representing the eight video questions are layed out mosaic-style on the slide. All pictures are faded.</p>	<p>[Button] Randomize</p>	<p>No VO</p>	<p>Randomize button fades in when slide begins. The pictures all fade out as the button fades in.</p> <p>When user clicks the randomize button, the pictures randomly flash with yellow frames until, after a few seconds, one of the</p>

<p>Randomize button is in the center of the screen.</p>			<p>pictures is chosen. The picture jumps to the corresponding question slide (3.2-3.9)</p> <p>After each question is answered, the learner returns to this slide.</p> <p>Incorrect answers are framed in red.</p> <p>Correct answers are framed in green.</p> <p>When five of the eight questions have been answered, this slide automatically jumps to the results slide (Slide 3.10)</p>
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Slide [3.2]/ Menu Title: Question 1			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Video of anxious chef fills the entire slide.</p> <p>A semitransparent blue box with white question and answer text is centered on screen.</p> <p>Yellow Submit button is situated in lower right hand side of screen.</p>	<p>Rashed is a great cook and employee. He is very dedicated and comes to work punctually every day. However, the restaurant has been quite busy lately and Rashed has been more and more anxious over the past several weeks. Despite that, he remains committed to doing high quality work. If nothing is done to mitigate his anxiety, what is the restaurant risking?</p> <p><i>Select the best answer.</i></p> <p>A. There is little risk, as Rashed can be replaced with a new cook.</p> <p>B. The quality of Rashed's cooking may decrease, which would hurt the restaurant.</p> <p>C. Rashed may resign from his job due to burnout, even</p>	<p>[Video Character] I just don't think I can take it anymore! I don't have enough help and we're way too busy</p> <p>But I have to keep this job. I have bills to pay and a family to feed.</p> <p>[Avatar's Voice] Rashed is a great cook and employee. He is very dedicated and comes to work punctually every day. However, the restaurant has been quite busy lately and Rashed has been more and more anxious over the past several weeks. Despite that, he remains committed to doing high quality work. If nothing is done to mitigate his anxiety, what is the restaurant risking?</p> <p>Select the best answer and click the submit button.</p>	<p>Video plays automatically at beginning of slide.</p> <p>When video ends, it freezes and a semitransparent blue box floats into the center of the slide.</p> <p>Text and answers fade onto the box.</p> <p>Submit button submits answers and shows results layer.</p>

	<p>though he does not want to. [CORRECT ANSWER]</p> <p>D. Rashed may become fatigued and begin to work more slowly.</p>		
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Slide [3.2a]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A blue rectangle appears in the middle of the slide.</p> <p>A green thumbs up icon indicates a correct answer.</p> <p>The title is under the checkmark.</p> <p>Body text and yellow button are under the title.</p>	<p>[Layer Title] Correct</p> <p>[Body] Because Rashed has a good work ethic, the quality of his work will not likely change. However, due to increased and prolonged anxiety, he may feel he has no choice than to resign from his job.</p> <p>[Button] Continue</p>	<p>[Avatar] That's correct! Because Rashed has a good work ethic, the quality of his work will not likely change. However, due to increased and prolonged anxiety, he may feel he has no choice than to resign from his job.</p>	<p>This layer corresponds with the correct answers being submitted with the submit button.</p> <p>Continue button will jump to the assessment selection slide (Slide 3.1).</p>

Slide [3.2b]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A blue rectangle appears in the middle of the slide.</p> <p>A red thumbs down icon indicates an incorrect answer.</p>	<p>[Layer Title] Incorrect</p> <p>[Body] Because Rashed has a good work ethic, the quality of his work will not likely change. However, due to increased and prolonged anxiety, he may feel he has no</p>	<p>[Avatar] That's not correct. However, due to increased and prolonged anxiety, he may feel he has no choice than to resign from his job. However, due to increased and prolonged anxiety, he may feel he has no choice than to resign from his job.</p>	<p>This layer corresponds with the correct answers being submitted with the submit button.</p> <p>Continue button will jump to the assessment selection slide (Slide 3.1).</p>

<p>The title is under the checkmark.</p> <p>Body text and yellow button are under the title.</p>	<p>choice than to resign from his job.</p> <p>[Button] Continue</p>		
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Slide [3.3]/ Menu Title: Question 2			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layout is the same as slide [3.2].</p> <p>Video of a fatigued hotel receptionist fills the entire slide.</p>	<p>Tetyana has been arriving late to work late more and more frequently over the past few weeks. She has also been known to fall asleep at work, has bloodshot eyes and yawns often. What signs of an unhealthy work-life balance is she exhibiting?</p> <p><i>Select the best answer.</i></p> <p>A. Absenteeism and Lethargy [CORRECT ANSWER]</p> <p>B. Anxiety and Fatigue</p> <p>C. Emotional Outbursts and Arguing</p> <p>D. Impatience and Arguing</p>	<p>[Video Character] I'm just so exhausted. I've worked six ten-hour shifts in a row. When I have a day off, it's only for one day and I have to go back to work the next morning.</p> <p>[Avatar's Voice] Tetyana has been arriving late to work more and more frequently over the past few weeks. She has also been known to fall asleep at work, has bloodshot eyes and yawns often. What signs of an unhealthy work-life balance is she exhibiting?</p> <p>Select the best answer and click the submit button.</p>	<p>Video plays automatically at beginning of slide.</p> <p>When video ends, it freezes and a semitransparent blue box floats into the center of the slide.</p> <p>Text and answers fade onto the box.</p> <p>Submit button submits answers and jumps back to slide 3.1.</p>

Slide [3.3a]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A blue rectangle appears in the middle of the slide.</p>	<p>[Layer Title] Correct</p> <p>[Body]</p>	<p>[Avatar] That's correct! Tetyana is suffering from a lack of sleep, and this is causing her to arrive at work late and be lethargic at work.</p>	<p>This layer corresponds with the correct answers being submitted with the submit button.</p>

<p>A green thumbs up icon indicates a correct answer.</p> <p>The title is under the checkmark.</p> <p>Body text and yellow button are under the title.</p>	<p>Tetyana is suffering from a lack of sleep, and this is causing her to arrive at work late and be lethargic at work.</p> <p>[Button] Continue</p>		<p>Continue button will jump to the assessment selection slide (Slide 3.1).</p>
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Slide [3.3b]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A blue rectangle appears in the middle of the slide.</p> <p>A red thumbs down icon indicates an incorrect answer.</p> <p>The title is under the checkmark.</p> <p>Body text and yellow button are under the title.</p>	<p>[Layer Title] Incorrect</p> <p>[Body] Tetyana is suffering from a lack of sleep, and this is causing her to arrive at work late and be lethargic at work.</p> <p>[Button] Continue</p>	<p>[Avatar] That's not correct. Tetyana is suffering from a lack of sleep, and this is causing her to arrive at work late and be lethargic at work.</p>	<p>This layer corresponds with the correct answers being submitted with the submit button.</p> <p>Continue button will jump to the assessment selection slide (Slide 3.1).</p>

Slide [3.4]/ Menu Title: Question 3			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layout is the same as slides [3.2-3.3].</p> <p>Video of an angry poolside hotel waiter fills the entire slide.</p>	<p>Carla's manager received several complaints about her attitude towards some hotel guests. After speaking with Carla, the manager realized that she was having trouble getting her kids to and</p>	<p>[Video Character 1] Hey would you mind getting me a beer?</p> <p>[Video Character 2] Yes I mind! I'm sick and tired of you spoiled guests! Jeez!</p>	<p>Video plays automatically at beginning of slide.</p> <p>When video ends, it freezes and a semitransparent blue box floats into the center of the slide.</p>

	<p>from school before and after work, and this was affecting her attitude. Carla is a single parent. What method could the manager employ to mitigate this problem?</p> <p><i>Select the best answer.</i></p> <p>A. The manager could open a daycare in the hotel for employees' children.</p> <p>B. The manager could offer Carla flextime so she could take care of her children. [CORRECT ANSWER]</p> <p>C. The manager could suggest Carla have a friend or neighbor help with the children.</p> <p>D. The manager could suggest Carla take the kids to school early and pick them up late.</p>	<p>[Avatar's Voice] Carla's manager received several complaints about her attitude towards some hotel guests. After speaking with Carla, the manager realized that she was having trouble getting her kids to and from school before and after work, and this was affecting her attitude. Carla is a single parent. What method could the manager employ to mitigate this problem?</p> <p>Select the best answer and click the submit button.</p>	<p>Text and answers fade onto the box.</p> <p>Submit button submits answers and jumps back to slide 3.1.</p>
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Slide [3.4a]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A blue rectangle appears in the middle of the slide.</p> <p>A green thumbs up icon indicates a correct answer.</p> <p>The title is under the checkmark.</p>	<p>[Layer Title] Correct</p> <p>[Body] Offering Carla work hours that will best fit her schedule is the best choice.</p> <p>[Button] Continue</p>	<p>[Avatar] That's correct! Offering Carla work hours that will best fit her schedule is the best choice.</p>	<p>This layer corresponds with the correct answers being submitted with the submit button.</p> <p>Continue button will jump to the assessment selection slide (Slide 3.1).</p>

Body text and yellow button are under the title.			
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Slide [3.4b]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A blue rectangle appears in the middle of the slide.</p> <p>A red thumbs down icon indicates an incorrect answer.</p> <p>The title is under the checkmark.</p> <p>Body text and yellow button are under the title.</p>	<p>[Layer Title] Incorrect</p> <p>[Body] Offering Carla work hours that will best fit her schedule is the best choice. Asking her to rely on others or find before or after school care could cause further burden. Opening a daycare in the hotel is also likely not feasible.</p> <p>[Button] Continue</p>	<p>[Avatar] That's not correct. Offering Carla work hours that will best fit her schedule is the best choice. Asking her to rely on others or find before or after school care could cause further burden. Opening a daycare in the hotel is also likely not feasible.</p>	<p>This layer corresponds with the correct answers being submitted with the submit button.</p> <p>Continue button will jump to the assessment selection slide (Slide 3.1).</p>

Slide [3.5]/ Menu Title: Question 4			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layout is the same as slides [3.2-3.4].</p> <p>Video of a spa worker with suggestions fills the entire slide.</p>	<p>Maria, who is a valuable employee, has become unfocused and anxious over the past month. She's also been heard talking about leaving her job to seek out another workplace. Maria has ideas that she would like to express to improve her work situation. What action would be the most beneficial for the spa owner to take in order avoid losing Maria?</p> <p><i>Select the best answer.</i></p>	<p>[Video Character] I really love my job here at the spa. But, the hours are long, we have very little breaks and when we're understaffed, the owner just doubles up our shifts. I have some great ideas about how we could improve working conditions here for everyone if only the owner would listen to me.</p> <p>[Avatar's Voice] Maria, who is a valuable employee, has become unfocused and anxious over the past month. She's also been heard talking about leaving her job to seek out another</p>	<p>Video plays automatically at beginning of slide.</p> <p>When video ends, it freezes and a semitransparent blue box floats into the center of the slide.</p> <p>Text and answers fade onto the box.</p> <p>Submit button submits answers and jumps back to slide 3.1.</p>

	<p>A. The owner could give Maria some time off, so she has time to refocus.</p> <p>B. The owner could tell Maria to try to get more sleep.</p> <p>C. The owner could offer Maria extra hours to earn more income.</p> <p>D. The owner could have round table meetings with employees like Maria so they can share their ideas.</p> <p>[CORRECT ANSWER]</p>	<p>workplace. Maria has ideas that she would like to express to improve her work situation. What action would be the most beneficial for the spa owner to take in order avoid losing Maria?</p> <p>Select the best answer and click the submit button.</p>	
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Slide [3.5a]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A blue rectangle appears in the middle of the slide.</p> <p>A green thumbs up icon indicates a correct answer.</p> <p>The title is under the checkmark.</p> <p>Body text and yellow button are under the title.</p>	<p>[Layer Title] Correct</p> <p>[Body] Although there are other issues at hand, Maria is most concerned about sharing her ideas. A round table meeting would be the best course of action.</p> <p>[Button] Continue</p>	<p>[Avatar]</p> <p>That's correct! Although there are other issues at hand, Maria is most concerned about sharing her ideas. A round table meeting would be the best course of action.</p>	<p>This layer corresponds with the correct answers being submitted with the submit button.</p> <p>Continue button will jump to the assessment selection slide (Slide 3.1).</p>

Slide [3.5b]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A blue rectangle</p>	<p>[Layer Title] Incorrect</p>	<p>[Avatar]</p> <p>That's not correct. Although Maria is unhappy with her breaks and hours, her main concern</p>	<p>This layer corresponds with the correct answers being submitted with the submit button.</p>

<p>appears in the middle of the slide.</p> <p>A red thumbs down icon indicates an incorrect answer.</p> <p>The title is under the checkmark.</p> <p>Body text and yellow button are under the title.</p>	<p>[Body] Although Maria is unhappy with her breaks and hours, her main concern is for her suggestions to be heard by the owner.</p> <p>[Button] Continue</p>	<p>is for her suggestions to be heard by the owner.</p>	<p>Continue button will jump to the assessment selection slide (Slide 3.1).</p>
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Slide [3.6]/ Menu Title: Question 5			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layout is the same as slides [3.2-3.5].</p> <p>Video of a fast food worker with an emotional outburst fills the slide.</p>	<p>Timothy has been having emotional outbursts at work for the past several weeks and was experiencing an unhealthy work life balance. His manager recognized this and offered flextime and encouraged him to take breaks away from the restaurant. This was effective in improving his attitude and morale. How might this benefit the business as a whole?</p> <p><i>Select the best answer.</i></p> <p>A. Wait times for customers will decrease, thereby increasing profits.</p> <p>B. There will be minimal benefit for the business, but Timothy will be happier.</p>	<p>[Video Character 1] Hmmm. Let me see... Do I want the chicken sandwich or the burger? What am I in the mood for?</p> <p>[Video Character 2] Look, lady! I can't decide for you, but we have a lot of people waiting here! Just make up your mind, OK?</p> <p>[Avatar's Voice] Timothy's been having emotional outbursts at work for the past several weeks and was experiencing an unhealthy work life balance. His manager recognized this and offered flextime and encouraged him to take breaks away from the restaurant. This was effective in improving his attitude and morale. How might this benefit the business as a whole?</p> <p>Select the best answer and click the submit button.</p>	<p>Video plays automatically at beginning of slide.</p> <p>When video ends, it freezes and a semitransparent blue box floats into the center of the slide.</p> <p>Text and answers fade onto the box.</p> <p>Submit button submits answers and jumps back to slide 3.1.</p>

	<p>C. Timothy will be absent less and that will help lower staffing issues.</p> <p>D. Timothy will have an improved morale at work and be able to offer customers satisfactory customer service. [CORRECT ANSWER]</p>		
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Slide [3.6a]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A blue rectangle appears in the middle of the slide.</p> <p>A green thumbs up icon indicates a correct answer.</p> <p>The title is under the checkmark.</p> <p>Body text and yellow button are under the title.</p>	<p>[Layer Title] Correct</p> <p>[Body] By improving Timothy's morale and attitude towards work, he will likely offer improved service to customers.</p> <p>[Button] Continue</p>	<p>[Avatar]</p> <p>That's correct! By improving Timothy's morale and attitude towards work, he will likely offer improved service to customers.</p>	<p>This layer corresponds with the correct answers being submitted with the submit button.</p> <p>Continue button will jump to the assessment selection slide (Slide 3.1).</p>

Slide [3.6b]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A blue rectangle appears in the middle of the slide.</p>	<p>[Layer Title] Incorrect</p> <p>[Body] By improving Timothy's morale and attitude towards work, he will likely offer improved service</p>	<p>[Avatar]</p> <p>That's not correct. By improving Timothy's morale and attitude towards work, he will likely offer improved service to customers. However, this is not likely to improve wait times and Timothy has not been absent from work often.</p>	<p>This layer corresponds with the correct answers being submitted with the submit button.</p> <p>Continue button will jump to the assessment selection slide (Slide 3.1).</p>

<p>A red thumbs down icon indicates an incorrect answer.</p> <p>The title is under the checkmark.</p> <p>Body text and yellow button are under the title.</p>	<p>to customers. However, this is not likely to improve wait times and Timothy has not been absent from work often.</p> <p>[Button] Continue</p>		
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Slide [3.7]/ Menu Title: Question 6			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layout is the same as slides [3.2-3.6].</p> <p>Video of a late restaurant worker fills the slide.</p>	<p>For months, Marcus had been exhibiting anxiety at work and he had been arriving late more frequently. After a talk with his employer, it was determined that he was having difficulty with transportation to work. His employer offered to subsidize the costs of public transportation and Marcus's anxiety and absenteeism improved. What benefits could result from the employer's actions?</p> <ul style="list-style-type: none"> <li>A. Marcus can now work longer hours because he has more reliable transportation.</li> <li>B. A decrease in Marcus's anxiety could result in higher productivity and fewer staffing issues. [CORRECT ANSWER]</li> <li>C. There will be little to no benefits of this change because the</li> </ul>	<p>[Video Character 1] Oh my gosh! I'm so sorry I'm late. My car wouldn't start and after I finally got it started, there was so much traffic!</p> <p>[Video Character 2] Marcus, you'd better be careful! You've been late a lot and I don't think the boss is gonna be happy.</p> <p>[Avatar's Voice] For months, Marcus had been exhibiting anxiety at work and he had been arriving late more frequently. After a talk with his employer, it was determined that he was having difficulty with transportation to work. His employer offered to subsidize the costs of public transportation and Marcus's anxiety and absenteeism improved. What benefits could result from the employer's actions?</p> <p>Select the best answer and click the submit button.</p>	<p>Video plays automatically at beginning of slide.</p> <p>When video ends, it freezes and a semitransparent blue box floats into the center of the slide.</p> <p>Text and answers fade onto the box.</p> <p>Submit button submits answers and jumps back to slide 3.1.</p>

	<p>transportation subsidy is likely expensive.</p> <p>D. The business will prosper because of Marcus's decreased anxiety.</p>		
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Slide [3.7a]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A blue rectangle appears in the middle of the slide.</p> <p>A green thumbs up icon indicates a correct answer.</p> <p>The title is under the checkmark.</p> <p>Body text and yellow button are under the title.</p>	<p>[Layer Title] Correct</p> <p>[Body] If Marcus is less anxious, he may be more productive. Also, by arriving on time, he will not cause staffing issues.</p> <p>[Button] Continue</p>	<p>[Avatar] That's correct! If Marcus is less anxious, he may be more productive. Also, by arriving on time, he will not cause staffing issues.</p>	<p>This layer corresponds with the correct answers being submitted with the submit button.</p> <p>Continue button will jump to the assessment selection slide (Slide 3.1).</p>

Slide [3.7b]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A blue rectangle appears in the middle of the slide.</p> <p>A red thumbs down icon indicates an incorrect answer.</p> <p>The title is under the checkmark.</p>	<p>[Layer Title] Incorrect</p> <p>[Body] Marcus's decreased anxiety may not make the business prosper and giving him extra hours would likely not decrease his anxiety. But he may become more productive and not arrive late.</p> <p>[Button]</p>	<p>[Avatar] That's not correct. Marcus's decreased anxiety may not make the business prosper and giving him extra hours would likely not decrease his anxiety. But he may become more productive and not arrive late.</p>	<p>This layer corresponds with the correct answers being submitted with the submit button.</p> <p>Continue button will jump to the assessment selection slide (Slide 3.1).</p>

Body text and yellow button are under the title.	Continue		
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Slide [3.8]/ Menu Title: Question 7			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layout is the same as slides [3.2-3.7].</p> <p>Video of a waiter with emotional issues fills the slide.</p>	<p>Sandeep has been showing various signs of an unhealthy work-life balance for several weeks including emotional outbursts and crying. He usually works through his breaks and only has one day off every five days. What method could his manager employ to help him?</p> <p><i>Select the best answer.</i></p> <ul style="list-style-type: none"> <li>A. The manager could ask Sandeep to practice deep breathing while he is working.</li> <li>B. The manager could tell Sandeep that all the other waiters have the same job and they're fine.</li> <li>C. The manager could ensure that Sandeep takes adequate enjoyable breaks and group his days off. [CORRECT ANSWER]</li> <li>D. The manager could tell Sandeep that this is a busy time of year, and he has to adjust.</li> </ul>	<p>[Video Character] I didn't mean to lose my temper with that customer. But, I haven't had a break in over five hours and I have three more hours until I'm off. It all starts over again tomorrow and I'm at my wits end.</p> <p>[Avatar's Voice] Sandeep has been showing various signs of an unhealthy work-life balance for several weeks including emotional outbursts and crying. He usually works through his breaks and only has one day off every five days. What method could his manager employ to help him?</p> <p>Select the best answer and click the submit button.</p>	<p>Video plays automatically at beginning of slide.</p> <p>When video ends, it freezes and a semitransparent blue box floats into the center of the slide.</p> <p>Text and answers fade onto the box.</p> <p>Submit button submits answers and jumps back to slide 3.1.</p>

Slide [3.8a]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A blue rectangle appears in the middle of the slide.</p> <p>A green thumbs up icon indicates a correct answer.</p> <p>The title is under the checkmark.</p> <p>Body text and yellow button are under the title.</p>	<p>[Layer Title] Correct</p> <p>[Body] Sandeep clearly needs to take time for self-care. This can be done by ensuring he takes breaks away from work and has adequate days off.</p> <p>[Button] Continue</p>	<p>[Avatar]</p> <p>That's correct! Sandeep clearly needs to take time for self-care. This can be done by ensuring he takes breaks away from work and has adequate days off.</p>	<p>This layer corresponds with the correct answers being submitted with the submit button.</p> <p>Continue button will jump to the assessment selection slide (Slide 3.1).</p>

Slide [3.8b]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A blue rectangle appears in the middle of the slide.</p> <p>A red thumbs down icon indicates an incorrect answer.</p> <p>The title is under the checkmark.</p> <p>Body text and yellow button are under the title.</p>	<p>[Layer Title] Incorrect</p> <p>[Body] Deep breathing is not likely to help Sandeep. Also, he should have been told about the busy time of year earlier. Ensuring he has adequate time off would be the best action to take.</p> <p>[Button] Continue</p>	<p>[Avatar]</p> <p>That's not correct. Deep breathing is not likely to help Sandeep. Also, he should have been told about the busy time of year earlier. Ensuring he has adequate time off would be the best action to take.</p>	<p>This layer corresponds with the correct answers being submitted with the submit button.</p> <p>Continue button will jump to the assessment selection slide (Slide 3.1).</p>

Slide [3.9]/ Menu Title: Question 8			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layout is the same as slides [3.2-3.8].</p> <p>Video of a surprised bellhop fills the slide.</p>	<p>Carlos has only been working at the hotel for about three months. He was quite surprised by the sudden increase in hours and work when the convention season started, and he is starting to become lethargic. By not informing him of this increase in work, what might his employer be risking?</p> <p><i>Select the best answer.</i></p> <p>A. Carlos may decide that he does not have the capacity or desire to sustain increased work and resign.</p> <p>B. Carlos may tell all the other hotel staff that he is unhappy.</p> <p>C. There will likely be little risk because Carlos is new and probably doesn't want to cause problems.</p> <p>D. Carlos may ask for a raise and cause the hotel undue burdens.</p>	<p>[Character 1] Wow. We sure have been busy. Is this normal during this time of year? I had no idea.</p> <p>[Character 2] Yes. There're a lot of conventions during this time of year. We usually have to work longer shifts.</p> <p>[Character 1] I had no idea.</p> <p>[Avatar's Voice] Carlos has only been working at the hotel for about three months. He was quite surprised by the sudden increase in hours and work when the convention season started, and he is starting to become lethargic. By not informing him of this increase in work, what might his employer be risking?</p> <p>Select the best answer and click the submit button.</p>	<p>Video plays automatically at beginning of slide.</p> <p>When video ends, it freezes and a semitransparent blue box floats into the center of the slide.</p> <p>Text and answers fade onto the box.</p> <p>Submit button submits answers and jumps back to slide 3.1.</p>

Slide [3.9a]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A blue rectangle appears in the middle of the slide.</p>	<p>[Layer Title] Correct</p> <p>[Body]</p>	<p>[Avatar] That's correct! Because Carlos was not warned of the increased work, he may feel that he was deceived. Also, he may not be</p>	<p>This layer corresponds with the correct answers being submitted with the submit button.</p>

<p>A green thumbs up icon indicates a correct answer.</p> <p>The title is under the checkmark.</p> <p>Body text and yellow button are under the title.</p>	<p>Because Carlos was not warned of the increased work, he may feel that he was deceived. Also, he may not be able to sustain the increased work and quit his job.</p> <p>[Button] Continue</p>	<p>able to sustain the increased work and quit his job.</p>	<p>Continue button will jump to the assessment selection slide (Slide 3.1).</p>
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Slide [3.9b]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Feedback layer in dialog format (background darkened). A blue rectangle appears in the middle of the slide.</p> <p>A red thumbs down icon indicates an incorrect answer.</p> <p>The title is under the checkmark.</p> <p>Body text and yellow button are under the title.</p>	<p>[Layer Title] Incorrect</p> <p>[Body] Though Carlos may tell other staff he is unhappy, this is not likely an immediate risk. Also, asking for a raise is not a particular risk. Not informing Carlos may make him feel deceived and he may decide he does not want the extra work burden.</p> <p>[Button] Continue</p>	<p>[Avatar] That is not correct. Telling other staff he is unhappy and asking for a raise is not a particular risk. However, not informing Carlos may make him feel deceived, and he may decide he does not want the extra work burden.</p>	<p>This layer corresponds with the correct answers being submitted with the submit button.</p> <p>Continue button will jump to the assessment selection slide (Slide 3.1).</p>

Slide [3.10]/ Menu Title: [Hidden From Menu]			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>White background with custom border.</p> <p>This slide has a box centered on the screen from left to right and slightly below center on the Y axis. This allows for the layers to show the results.</p> <p>The box says “Your Score” and “Passing Score xx%” with a space between the text for the results score.</p>	<p>[Slide Title] <b>Quiz Results</b></p>	<p>No VO.</p>	<p>Use a Result side to show Success layer 1.25a when timeline starts if results are equal to or greater than the passing score.</p> <p>Show Failure layer 1.25b when timeline starts if results are less than passing score.</p> <p>Base layer will be visible (show through) from Success or Failure slide layers.</p> <p>Results variable reference shows the percent score only. Do not show the points variable reference.</p> <p>Built in graded quiz variable reference displays learner score where <b>XX</b> appears on slide</p> <p>80% to pass shown where <b>YY</b> appears on slide</p>
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Slide [3.10a]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Above the results box, there is a green check mark to show success.</p> <p>Just under the checkmark is the success text.</p> <p>Below the results box are the instructions.</p> <p>Set below the instructions are the Review Quiz and Continue buttons.</p>	<p>[Success Text] Nice job, you passed!</p> <p>[Instructions] Click Review to see your results or click Continue to move on.</p> <p>[Buttons] Review Quiz</p> <p>Continue</p>	<p>Nice job, you passed!</p> <p>Click review quiz to see your results or click continue to move on.</p>	<p>Review button: shows correct/incorrect response when reviewing</p> <p>Continue button: jumps to Slide 1.26</p>

Slide [3.10b]/ Menu Title:			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Above the results box, there is a red “X” icon to show failure.</p> <p>Just under the “X” icon is the failure text.</p> <p>Below the results box are the instructions.</p> <p>Set below the instructions are the Review Quiz and Retry Quiz buttons.</p>	<p>[Failure Text] Sorry, you didn’t pass.</p> <p>[Instructions] Click Review to see your results or click Retry Quiz to take it again.</p> <p>[Buttons] Review Quiz</p> <p>Retry Quiz</p>	<p>Sorry, you didn’t pass.</p> <p>Click review quiz to see your results or click retry quiz to take it again.</p>	<p>Review Quiz button: shows correct/incorrect response when reviewing</p> <p>Retake Quiz button: resets results slide and jumps to Slide 1.20.</p>

Slide [1.19]/ Menu Title: Summary			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>The background of the slide is an office building or other workplace and house from Vyond with the scale from slide 1.5 centered in between. The image is faded out so that it doesn’t distract from the on screen text.</p> <p>Feature text appears in palette color rounded rectangles. LOs 1 and 2 are on the left side of the screen in front of the house. 3 and 4 are on the right side in front of the office/workplace.</p>	<p>[Slide Title] <b>Summary</b></p> <p>[Feature Text]</p> <ul style="list-style-type: none"> <li>Recognize when your employees exhibit signs of an unhealthy work-life balance.</li> <li>Describe the risks that an unhealthy employee work-life balance poses to the company .</li> <li>Explain how a healthy employee work-life balance can benefit the employee and the company as a whole.</li> <li>Prepare a plan that will enable employees to improve their work-life balance.</li> </ul>	<p>Well done! You are nearing the end of this course. You should now be able to:</p> <ul style="list-style-type: none"> <li>Recognize when your employees exhibit signs of an unhealthy work-life balance.</li> <li>Describe the risks that an unhealthy employee work-life balance poses to the company .</li> <li>Explain how a healthy employee work-life balance can benefit the employee and the company as a whole.</li> <li>Prepare a plan that will enable employees to improve their work-life balance.</li> </ul>	<p>Text fades in timed with the VO reference.</p> <p>Next button is disabled when this slide begins.</p> <p>Next button is set to normal when VO ends.</p> <p>Next button jumps to the next slide (1.27).</p>

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Slide [1.20]/ Menu Title: Congratulations			Objective: [x]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>This slide is similar in layout to slide 1.25.</p> <p>Congratulations! message set in semitransparent shape overlaying the background video.</p> <p>Custom Complete button.</p>	<p>[Heading Text] Congratulations!</p> <p>[Instructions] Click the Complete button to end this course.</p> <p>[Button] Complete</p>	<p>Congratulations on completing this course. You should now feel more equipped to ensure that your employees achieve a healthy work-life balance, thereby improving your business performance and outcomes.</p> <p>You may click the complete button to exit the course.</p>	<p>Text and button appear timed with VO reference.</p> <p>Complete button exits the course.</p>