

Design Document

Training Title: Digital Wellness: Staying Healthy, Happy and Productive in a Digital World

Business Goal and Problem	More and more, engagement with the digital world is part of our daily lives. Sometimes, people spend so much time engaging with digital media, that they lose focus of their mental and physical health. When mental and physical health decline, productivity, engagement and satisfaction with work do as well. By empowering their employees to care for their mental and physical well-being, it can enhance their work performance and benefit the company as a whole.
Target Audience	This training is appropriate for any professional at any level who wants to effectively manage their engagement with the digital world so they can lead happier, healthier and more productive lives. Participants can include any professional, but it is targeted more at professionals for whom digital engagement is a part of their everyday work.
Learning Objectives	<p>Terminal LOs: By the end of this course, learners will be able to:</p> <ul style="list-style-type: none">• Successfully manage levels of engagement with the digital world in order to achieve a healthier life balance.• Incorporate digital tools into daily routines that will improve digital wellness. <p>Enabling LOs:</p> <ul style="list-style-type: none">• Identify why engagement with the digital world is important.• Recognize how much time is spent engaged with the digital world.• Analyze the effect that digital engagement has on overall wellness.• List digital tools that can enhance digital wellness.
Training Recommendation	<p>Delivery Method: This training is designed for delivery using Zoom, but can be adapted for any other online conferencing platform.</p> <p>Approach: Various activities are included in this training. Links and websites should be checked beforehand to ensure functionality. The facilitator is supported by the producer, and notes for each are specified in the facilitator's guide.</p>
Training Time	Around 60 Minutes
Deliverables	Power Point Slide Deck with Links Facilitator's Guide

Training Outline

Introduction to Digital Wellness

1. Introduction
2. Learning Objectives
3. What is Digital Wellness?
 - a. Icebreaker: Mentimeter Word Cloud
 - i. What words or phrases come to mind when thinking about Digital Wellness?
 - b. Define Digital Wellness
 - c. Question: How might your engagement with the digital world affect your mental and physical health, as well as your personal relationships?
4. Challenges of the Digital World
 - a. Breakout Rooms: What are some challenges that you experience when interacting with the digital world?
 - b. Group Discussion
 - c. Share common challenges and statistics about time spent engaging with the digital world.
 - d. Mentimeter Live Poll: How do you spend most of your time engaged with the digital world?
5. Enhancing Digital Wellness
 - a. Methods for Enhancing Digital Wellness
 - i. Set Boundaries (Scheduling engagement and disengagement)
 - ii. Practice Mindfulness (Meditation, Yoga, Walks)
 - iii. Stay Mentally Active (Read, Puzzles, Games)
 - iv. Go Offline (Device Free Meal Breaks, Walks, Games)
 - v. Nurture Your Physical Health (Sleep, Exercise, Eat Well)
 - b. Mentimeter Live Poll: Which of these methods is the top priority for incorporating into your daily life right away?
6. Digital Tools for Enhancing Digital Wellness
 - a. Acknowledgement of Digital Tools being used for Digital Wellness
 - b. Digital Tools:
 - i. <https://pomofocus.io/>
 1. What is the Pomodoro Method?
 - ii. Google/Apple Calendar
 1. Time Blocking
 - iii. Digital Wellbeing - Android
 1. Description of App
 - iv. Action Dash - Google
 1. Description of App
 - v. iOS Screen Time
 1. Description of App
 - vi. Built-in Tools such as notifications & blockers for phones, etc.
 - c. Time for participant exploration of various tools
 - d. Mentimeter Word Cloud: What tool or tools did you decide to employ?
7. Q&A and Discussion
 - a. Open discussion about strategies and tools.
 - i. What strategies will you employ?

- ii. What tools might you find effective?
 - iii. What questions do you still have?
8. Conclusion
- a. Summary of Key Points of Course
 - b. Link to various resources
 - c. Audience Appreciation

**Assessment
Plan**

Level 2 Assessment: Observation in Polls and Discussions

Level 3 Assessment: Replies to action plans during session.