

Design Document – Core Skills – Work Life Balance (Employer’s Perspective)

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| <p><i>Business Purpose</i></p> | <p>The mission of Core Skills is to provide guidance to immigrants to Canada who are looking for work. This training module is part of a larger set of training modules aimed at helping Canadian immigrants learn how to effectively find employment and be successful in their jobs.</p> <p>This training module is intended for employers who would like to hire immigrants for positions in their company. There has been a history of employers not understanding the importance of work-life balance, which leads to employee attrition. There are various reasons for this to happen, but since immigrant workers can be more vulnerable, it is of utmost importance for employers to recognize when their employees are not achieving work-life balance and to offer solutions to mitigate this.</p> |
| <p><i>Target Audience</i></p> | <p>Employers of immigrant employees in Canada</p> |
| <p><i>Training Time</i></p> | <p>45 minutes</p> |
| <p><i>Training Recommendation</i></p> | <p>Because employers are distributed throughout Toronto and Canada, and because this training will be rolled out at different times and as needed, an e-learning course is recommended. The employers should take this training on a laptop or desktop computer.</p> |
| <p><i>Deliverables</i></p> | <ul style="list-style-type: none"> • 1 storyboard and script outlining the course • 1 eLearning course, developed in Storyline with video supplementation created in Vyond |
| <p><i>Learning Objectives</i></p> | <p>By the end of this course, participants will be able to:</p> <ul style="list-style-type: none"> • Identify the signs of an unhealthy employee work-life balance. • Recognize the risks of employees having an unhealthy work-life balance. • Explain the benefits of a healthy employee work-life balance. • Describe methods for creating a work-life balance plan to reduce stress for employees. |
| <p><i>Training Outline</i></p> | <p>Introduction</p> <ul style="list-style-type: none"> • Welcome • Navigation • Learning Objectives <ul style="list-style-type: none"> ○ Recognize when your employees exhibit signs of an unhealthy work-life balance. (L2) ○ Describe the risks that an unhealthy employee work-life balance poses to the company. (L2) ○ Explain how a healthy employee work-life balance can benefit the employee and the company as a whole. (L2) ○ Prepare a plan that will enable employees to improve their work-life balance. (L3) <p>Topic: Scenario – From Star Employee to Burnt Out and Exhausted</p> <ul style="list-style-type: none"> • Vyond video about an employee who went from a star to being burnt out due to a lack of work-life balance. |

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| | <p>Topic: Signs of an unhealthy work-life balance</p> <ul style="list-style-type: none"> ● Results of Stress <ul style="list-style-type: none"> ○ Lethargy ○ Emotional Issues ○ Restlessness ○ Anxiety ○ Obesity <p>Topic: Risks of an unhealthy employee work-life balance</p> <ul style="list-style-type: none"> ● Burnout ● Poor Performance ● Financial Loss ● Turnover ● Knowledge Check: Signs and risks of an unhealthy work-life balance <p>Topic: Benefits of a healthy employee work-life balance</p> <ul style="list-style-type: none"> ● Increased Productivity ● Stronger Relationships ● Improved Health ● Increased Profits ● Knowledge Check: Benefits of healthy employee work-life balance <p>Topic: Methods for creating a work-life balance plan</p> <ul style="list-style-type: none"> ● Short & Frequent Breaks ● Shorter Work Hours ● Respecting Non-Work Hours ● More Employee Control <ul style="list-style-type: none"> ○ Telecommuting ○ Flex Time ○ Job Sharing ● Employee Suggestions <p>Assessment Summary Congratulations</p> |
| <p><i>Assessment Plan</i></p> | <p>This assessment will evaluate participants' ability to</p> <ul style="list-style-type: none"> ● 5 Graded Questions of variable types ● 80% correct to pass ● Unlimited attempts to pass |