

Work-Life Balance (Employer's Perspective) Microlearning Video

Video Title: Balancing Act

Tools: Vyond, Canva (or other software for creating custom assets)

Target Audience: This video is intended for employers of Canadian immigrant workers.

Learning Objectives:

In this video, you'll learn to:

- Identify the signs and risks of an unhealthy employee work-life balance.
- Describe the benefits and methods of providing a healthy employee work-life balance.

Outline:

- Introduction:
 - Story of a woman from the fictional Bergen Accounting firm that quit a job that she was very good at due to burnout.
- Signs of an unhealthy work-life balance
 - Anxiety
 - Lethargy
 - Emotional Issues
- Risks of an unhealthy employee work-life balance:
 - Poor Performance
 - Decreased Health
 - Burnout
 - Financial Loss
 - Turnover (incurs cost of up to 150% of an employee's annual salary)
- Methods for creating a work-life balance
 - Encourage healthy breaks
 - Respecting non-work hours
 - Shorter work hours
 - Telecommuting
 - Flextime
 - Employee Suggestions
- Benefits of a healthy employee work-life balance
 - Increased Productivity
 - Stronger Relationships
 - Improved Health

- Increased Profits
- Summary
 - Recognizing an unhealthy work-life balance in employees and offering solutions will increase productivity, profit and overall company morale.

Characters:



Seat Time:


5 minutes

Directions for Reviewer(s):

Please ensure that all items in this storyboard are accurate and the flow from one scene to the next makes logical sense.

Global Comments:

- Font is Raleway Extra Bold for titles and for labels.
- Font is Lato Regular for learning objectives.
- Vyond animation style is "Business Friendly"
- Bracketed items in the

1. Title Scene			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
 <ul style="list-style-type: none"> • Ming is in the middle of the screen. • The scene behind Ming is split: her office is on the left and her house is on the right. • The title appears above her. • The learning objectives appear on her right and on her left. The first is on the left and the second on the right. 	<p>[Ming] Welcome to Balancing Act.</p> <p>In this video, you'll learn to:</p> <p>[1] Identify the signs and risks of an unhealthy employee work-life balance. And [2] Describe the benefits and methods of providing a healthy employee work-life balance.</p>	<ul style="list-style-type: none"> • Upbeat music is playing. • Text is timed with audio. • Tile pops onto screen. • LOs are timed with their mention in the audio. 	

2. Setting Scene			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> • Scene is of the outside of an office building. • There is a sign on the building that says "Bergen Accounting, LLC" 	<p>Traffic sounds and outside sounds like birds.</p>	<ul style="list-style-type: none"> • Scene transitions with a fade effect. • Camera slowly zooms in on the windows of the office. • A few cars drive by as the camera zooms in. 	

3. Introductory Scene			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> • Scene opens in Jessica's office. • Jessica is sitting at her desk looking at Ming. • Ming is seated across from Jessica's desk. • George walks into this scene. 	<p>[Jessica] Well, we are going to miss you around here, Ming. You've been a great asset to our team.</p> <p>[Ming] Thank you. I appreciate you saying that.</p>	<ul style="list-style-type: none"> • Scene transitions with fade in. • Scene begins zoomed in on Ming and Jessica and zooms out slowly and completes as Ming says "I appreciate that." • Jessica and Ming are both animated during their conversation. • Ming stands up and walks out of the office and out of the scene. • Jessica begins to work on her computer. • George walks into the scene and sees Ming exit Jessica's office and looks surprised when he sees Ming. 	

4. Introductory Scene Continued			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> • Scene is in Jessica's office. • Jessica is working on her computer. • George is standing in front of Jessica's desk. 	<p>[George] I see Ming told you about her resignation.</p> <p>[Jessica] She did. I wonder what happened. She was one of the best members of our team.</p> <p>[George] I'm not sure. But she did say something about not having enough time for herself and her family.</p>	<ul style="list-style-type: none"> • Scene transitions with fade in. • Jessica stops working on her computer when George addresses her. • Jessica and George are both animated during their conversation. 	

5. Ming's Introduction			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> Ming is standing in her workspace facing the camera. Ming's desk is in the background. There is a computer on Ming's desk. 	<p>[Ming] Hi, I'm Ming, and yes. I just resigned from my job. Let me tell you about my story.</p>	<ul style="list-style-type: none"> Scene opens with a zoom transition. After Ming says "Story" she fades out and is replaced with a fade in of her face in a circle. Ming in the circle moves to the upper left part of the scene. 	

6. Ming's Introduction (Continued)			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> This is a continuation of scene 5. 	<p>[Ming in Circle] I began my job at Bergen Accounting a year ago and I absolutely loved it!</p> <p>I was very driven and excited to take on any projects I was asked to do.</p>	<ul style="list-style-type: none"> Ming walks in with a happy expression and sits at her desk and begins to work. Ming remains animated as she is working and her image in the circle is speaking. Ming looks happy while sitting at her desk working. 	

7. Working Through Breaks			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> Ming is still in the circle at the top left portion of the scene. Scene shows Ming at lunch and still working on her computer. There are files, laptops and food on the table. Other coworkers are seated at the table. 	<p>[Ming in Circle] As time went on, I started to work during my lunch breaks. Breaks seemed like a waste of valuable time.</p>	<ul style="list-style-type: none"> Scene opens with a circular reveal transition. Ming is working on her computer at the lunch table. Other colleagues are also working and talking at the lunch table. 	

<ul style="list-style-type: none"> Said is one of the coworkers. 			
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8. Working After Hours			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> Ming continues to be in the circle at the top left portion of the scene. Scene is a close up of Ming in her car driving home. Jessica is in a circle in the upper right portion of the scene. 	<p>[Ming in Circle] During my commute, I always answered calls from my manager. I wanted her to know I took my job seriously.</p> <p>[Phone Rings]</p> <p>[Jessica] Hi, Ming. Could you take a look at the email I just sent you as soon as possible?</p> <p>[Ming] Sure thing, Jessica. I'm on it.</p>	<ul style="list-style-type: none"> Scene opens with a circular reveal transition. Ming is driving in her car. Ming answers a call using a hands-free method. Jessica pops onto the upper right portion of the screen and speaks with Ming. Ming's expression changes to visibly upset/anxious when she hears Jessica's voice. Jessica pops out of the scene after Ming says "I'm on it." 	

9. Losing Time with Family and Friends			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> Ming continues to be in the circle at the top left of the scene. Scene opens at Ming's house in her living room. Jacob is standing in the room looking in the direction of where Ming walks into the scene. He is smiling. There is a computer on a desk in the room. There is a clock in the room showing 5:00 pm. 	<p>[Ming in Circle] When I would get home [door opens and closes], I often was too busy still focusing on work to give my family the time they deserved from me.</p> <p>[Jacob] Hi, sweetie!</p> <p>[Ming] Hi, honey. I just have to check this email.</p> <p>[Jacob]</p>	<ul style="list-style-type: none"> Scene opens with a circle reveal transition. The sound of a door opening and closing is heard when Ming in Circle says "When I would get home..." Ming walks into the scene talking on her cell phone. Jacob turns to watch Ming go to her computer. Jacob says "Hi, sweetie." before Ming gets to her computer. 	

<ul style="list-style-type: none"> A dog or cat appears in this scene. 	<p>OK. But don't forget the dinner plans we have with Larry and Mark.</p> <p>[Ming in Circle] Often, a few minutes turned into an hour or more and I began missing out on social engagements.</p>	<ul style="list-style-type: none"> Ming walks to the computer, hangs up her phone, sits down and says "Hi, honey..." A dog or cat enters the room and sits near Ming and looks at her. Ming ignores the pet. Ming continues to look at Jacob until he finishes saying "Larry and Mark." Ming begins to work at the computer. Jacob walks out of the scene looking worried. The dog or cat follows Jacob out of the scene. When Ming in Circle says "Often, a few minutes..." the clock fades out and back in to show 5:30, then 6:00 and then 6:30. 	
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10. Losing Time with Family and Friends			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> Ming continues to be in the circle at the top left of the scene. Ming is still at her desk working. 	<p>[Jacob] Ming, we'll be late to dinner if we don't leave now.</p> <p>[Ming] I'm sorry, honey, just go without me. Tell them I'm sorry I couldn't make it.</p>	<ul style="list-style-type: none"> This is a continuation of the previous scene. Jacob enters the room and looks at Ming with a disappointed expression and addresses Ming. Jacob looks disappointed and exits after Ming says "...sorry I couldn't make it". Ming continues to work without looking at Jacob. 	

11. Emotional Distress			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments

<ul style="list-style-type: none"> • Ming continues to be in the circle at the top left of the scene. • Scene shows Ming at work. This is the same office scene as scene 5. • Ming looks unhappy. 	<p>[Ming in Circle] After several months, I noticed I was having a hard time controlling my emotions. I'd even have outbursts at work. I was really feeling overwhelmed.</p> <p>[Said] Hi, Ming, Do you have a few minutes to discuss an important account with me?</p> <p>[Ming} No, Said! I don't have a minute. Can't you tell I'm busy? Just try to figure it out yourself, okay?</p>	<ul style="list-style-type: none"> • Scene opens with a circular reveal transition. • Ming is working at her computer. • Said walks up to her and speaks. • Ming stops working and looks at Said angrily.. • After Ming says "okay?", Said walks away looking upset. 	
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12. Lethargy			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> • Ming continues to be in the circle at the top left of the scene. • Scene opens at Ming's house in the dining room or kitchen. • There is food prepared on the table. • Ming is sitting at the table. • Jacob is sitting across the table from her. • The dog or cat is in the scene near Jacob eating. 	<p>[Ming in Circle] Eventually, I grew exhausted. I knew that I couldn't keep working the way I was.</p> <p>[Jacob] How are you doing, honey?</p> <p>[Ming] [In a sad/exhausted tone] I don't even want to talk about it, Jacob. I'm exhausted. I just want to go to bed, but I can't even sleep. I just keep thinking about work.</p>	<ul style="list-style-type: none"> • Scene opens with a circular reveal transition • Ming looks tired and cranky. • Jacob looks worried as he is speaking to her. • Neither of the characters is eating. • The dog or cat finishes eating just before Jacob speaks, then walks off the scene. 	

13. Lethargy

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> Ming continues to be in the circle at the top left of the scene. This is the same scene as scene 12. 	<p>[Jacob] Ming, I think you need to take a break. You're working too hard.</p> <p>[Ming] I don't feel like I can. Too many people are relying on me.</p>	<ul style="list-style-type: none"> This scene is a continuation of the previous scene. Ming perks up a bit when Jacob speaks to her, but she is still looking exhausted. 	

14. Burnout			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> Ming continues to be in the circle at the top left of the scene. This scene is a return to scene 3, which is in Jessica's office. Jessica is seated at her desk and Ming is seated across from her. 	<p>[Ming in Circle] After a year, I knew that I had to make a change. So, I decided to resign and give myself a break.</p>	<ul style="list-style-type: none"> Scene transitions with a fade transition. Scene begins zoomed in on Ming and Jessica and slowly zooms out. Jessica is speaking to Ming and Ming is listening. Jessica and Ming are talking, but they have no audio. Ming stands up and looks upset. Zoom finishes just before Ming stands up. Ming in the circle fades out after Ming stands up. 	

15. Burnout			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> This is a continuation of the previous scene. Camera is zoomed out and Jessica is visible at her desk. 	<p>[Jessica] Losing Ming was very bad for our company. After she resigned, I researched ways that we could have helped</p>	<ul style="list-style-type: none"> This scene is a continuation of the previous scene. Ming walks out of the office. Jessica turns to look at the camera instead of her 	

<ul style="list-style-type: none"> Ming is standing in front of the chair she was sitting in. 	<p>her. Let me tell you what I've learned.</p>	<p>computer after Ming walks out of the scene.</p> <ul style="list-style-type: none"> Jessica begins speaking after Ming walks out of the scene. The camera slowly zooms in on Jessica when she begins to speak. Camera completes zooming just before Jessica finishes talking. After Jessica says "learned", she fades out and is replaced by her face in a circle. Jessica in the circle moves to the upper left part of the scene. 	
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16. Signs of Burnout			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> Jessica is in a circle at the top left portion of the screen. Background is a color gradient or pattern. The words Lethargy, Emotional Distress and Anxiety appear with a picture of Ming exhibiting those qualities. The pictures of Ming are screenshots of the following scenes: <ul style="list-style-type: none"> Anxiety: Scene 8 Emotional Distress: Scene 11 Fatigue: Scene 12 	<p>Melancholy Music Plays</p> <p>[Jessica in Circle] Ming did not have a healthy work-life balance. She was showing signs of this at work. She was tired, anxious and sometimes had emotional outbursts. I should have done something earlier.</p>	<ul style="list-style-type: none"> Music fades in at the beginning of this scene. Scene transitions with an iris transition. Lethargy, Emotional Distress and Anxiety all fly in with pictures timed with Jessica's mention of them. 	

17. Risks of an Unhealthy Work-Life Balance

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> Jessica continues to be in a circle at the top of the screen. Background is a color gradient or pattern. Words appear on screen with visual representations of each: <ul style="list-style-type: none"> Lower Performance Poor Health Burnout Financial Loss Employee Turnover (includes a percentage that counts from 0% to 150% when it appears) 	<p>Melancholy Music Continues</p> <p>[Jessica in Circle] Having an unhealthy work-life balance causes many risks to employees and the company.</p> <p>For example, lacking a healthy work-life balance can result in poor performance, decreased health, burnout, financial loss and employee turnover.</p> <p>Did you know that the cost of employee turnover can be 150% of the employees annual salary due to costs incurred by their resignation?</p>	<ul style="list-style-type: none"> Scene transitions with an iris transition. Jessica speaks from the circle. Words appear using a split enter effect with visuals timed with Jessica's mention of them. Percentage counts up from 0% to 150%. Music fades out at the end of this scene. 	

18. Methods for Creating a Healthy Work-Life Balance			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> Jessica is in a circle at the top of the screen. Background is a clear sky with fluffy clouds Words appear on screen with visual representations of each: <ul style="list-style-type: none"> Healthy Breaks Shorter work Hours or Flextime Telecommuting Employee Suggestions 	<p>Upbeat Music Plays</p> <p>[Jessica in Circle] Fortunately, there are several things employers can do to help their employees achieve a healthy work-life balance.</p> <p>For example, employers can encourage healthy breaks at work and request employees to not work after hours. They can offer shorter work hours or flextime. Working from home can eliminate time commuting and allow more employee flexibility. Finally,</p>	<ul style="list-style-type: none"> Music fades in at the beginning of this scene. Scene transitions with a slide up transition. Jessica speaks from the circle. Words appear using a pop enter effect with visuals timed with Jessica's mention of them. 	

	employers can encourage their employees to make suggestions regarding how they would like to see change in the company.		
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19. Benefits of a Healthy Work-Life Balance			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> • Jessica is in a circle at the top of the screen. • Background is a clear sky with fluffy clouds • Words appear on screen with visual representations of each: <ul style="list-style-type: none"> • Increased Productivity • Stronger Relationships • Improved Health • Increase Profits 	<p>Upbeat Music Continues</p> <p>[Jessica in Circle] When a company makes an effort to protect an employee's work-life balance, it results in great things, such as increased productivity, stronger working relationships, improved employee health and increased profits.</p> <p>Even though it may be a challenge to implement healthy change, it is worth it in the end. I don't want to lose a great employee like Ming ever again.</p>	<ul style="list-style-type: none"> • Scene transitions with a wipe down transition. This allows the background to remain the same but the visuals from the previous scene disappear. • Jessica speaks from the circle. • Words appear with visuals timed with Jessica's mention of them. • Music fades out at the end of this scene. 	

20. Closing Scene - Ming is Back			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> • This is the same scene as scene 5. • Ming is standing in front of her desk facing the camera. • Jessica and George walk into this scene. 	<p>[Ming] Hi again! I'm back. After I resigned, Jessica called me and explained the new policies at Bergen. Since these changes have been implemented, I have more time for myself, my family and</p>	<ul style="list-style-type: none"> • Scene transitions with a circular reveal transition. • Ming walks towards the camera when she begins talking • Ming stops walking after she says "friends". 	

	my friends. I'm so much happier at my job and I'm so happy Jessica encouraged these changes.	<ul style="list-style-type: none"> • After Ming says "friends", Jessica and George walk in from the sides of the scene facing each other. • Jessica and George stop and turn towards the screen and walk towards the camera. • Jessica and George stop walking just as Ming says "I'm loving my job again!". 	
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21. Closing Scene - Ming is Back (Continued)			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> • This is a continuation of the previous scene. • Ming, Jessica and George are still facing the camera. 	Sound of cheering	<ul style="list-style-type: none"> • This is a continuation of the previous scene. • All three characters cheer. 	

22. Closing Scene - Ming is Back (Continued)			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<ul style="list-style-type: none"> • Graphic pattern or geometric shape. • "The End" text. 	Upbeat Music from scenes 18 & 19.	<ul style="list-style-type: none"> • Music fades in at the beginning of this scene. • Scene transitions with a fade to black transition.. • "The End" is in the center of the scene. • Music fades out at the end of this scene. 	