CDC Safety Training for New Employees

EDIT 6210 Project Proposal

CLEAR
LEARNING MADE SIMPLE

Presented To
EDIT 6210

Presented By
CLEAR LEARNING TEAM

AGENDA

● www.blt24109.wixsite.com

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Project Manager

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**Content Developer
& CDC Training SME**

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**Instructional
Strategist**

Mary Peacock
Content Developer

Ben Turner
**Multimedia Specialist
& Web Design**

Clear Learning Team

EXECUTIVE SUMMARY

The Centers for Disease Control and Prevention (CDC) requires all staff to complete annual training on safety in the workplace. Failure to comply results in the loss of physical access to CDC and CDC-leased facilities.

During the FY22 compliance period an opportunity was identified as a method to reduce the data analyst workload during end-of-year (EOY) compliance while also tailoring the information for new versus existing staff.

To accomplish this, a new course will need to be designed, developed, and implemented using Articulate Storyline to be uploaded to the HHS LMS by the end of FY23 Q3.

CLIENT OVERVIEW
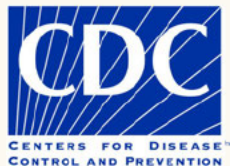
Centers for Disease Control and Prevention (CDC) Occupational Health and Safety Office (OHSO) Quality and Compliance Branch (QCB)

The Occupational Health and Safety Office (OHSO) strives to provide a safe and healthy workplace for CDC's workforce, whether on campus or field deployment locations. This goal is accomplished through education and trainings, workplace inspections, risk assessments, active communication, collaboration with program staff, building managers, and safety managers, and the implementation of safety programs to minimize workplace hazards.

To help CDC's workplace culture of safety flourish, OHSO collaborates with the Quality Control Branch (QCB) training team to design innovative, quality training to meet the needs of the public health workforce in today's rapidly changing work environment.

CLIENT OVERVIEW

PROJECT CHAMPION

███████████

QCB Branch Chief

PROJECT STAKEHOLDER

███████████

**QCB Training Team
Team Lead**

SUBJECT MATTER EXPERT

Victoria Elder

**QCB Training Team
Instructional Designer**

TARGET
AUDIENCE

This audience for this course is all Center for Disease Control and Prevention (CDC) employees, contractors, and other government personnel going through New Employee Orientation (NEO) or other onboarding processes as a result of being a new hire or re-boarding (prior service) personnel.

EMPLOYEES

Federal civil service staff
- Full-Time Equivalent (FTE)
- Senior Executive Service (SES)

PRIOR SERVICE

Returning (re-boarding) to federal service
- Prior Military
- Prior Civil Service

CONTRACTORS

Government or service contractors

OTHER

Other staff required long-term or temporary access
- Political Appointees
- Guest Researchers
- Fellows

*There are no prerequisites for this course.

PROJECT GOALS

The CDC Quality Control Branch (QCB) Training Team has requested the design and development of a new employee Safety Training for FY23 dissemination.

Based on the training request, the CLEAR Learning team has identified the following training goals:

Introduction to CDC Workplace Safety

30 Minute eLearning

Content Focused on New Staff

Developed for a Hybrid Workforce

No End of Course Assessment

Updated Course Name

LEARNING OBJECTIVES

CDC Safety Administration

- Recognize events in history that led to the creation of the Occupational Safety and Health Act of 1970.
- Recall how safety administration works at CDC through its key offices, policies, and manuals.
- Identify employer and worker responsibilities to ensure a safe work environment.

Introduction to Workplace Safety

- Identify workplace hazards in a CDC or CDC-leased facility.
- Recognize home office safety hazards.
- Identify key considerations for safety hazard mitigation.

CDC Safety Reporting

- Identify CDC resources to assist with health and safety concerns.
- Recall the procedures for reporting hazardous conditions.

ANTICIPATED CHALLENGES

- Protected Information/Security
- Access to Client
- Scope Creep
- Team Member Availability
  - Geographically Separated
  - Scheduled Out-of-Office

POTENTIAL IMPACTS: SHORT- & LONG-TERM

- Reduce data analyst workload during compliance
- Create a more targeted training by separating the audience
- Reduce time spent on hazard mitigation and safety problem-solving
- Develop safety hazard recognition for home offices
- Improve timeliness of safety reporting
- Increase cost-savings by producing a safer workforce
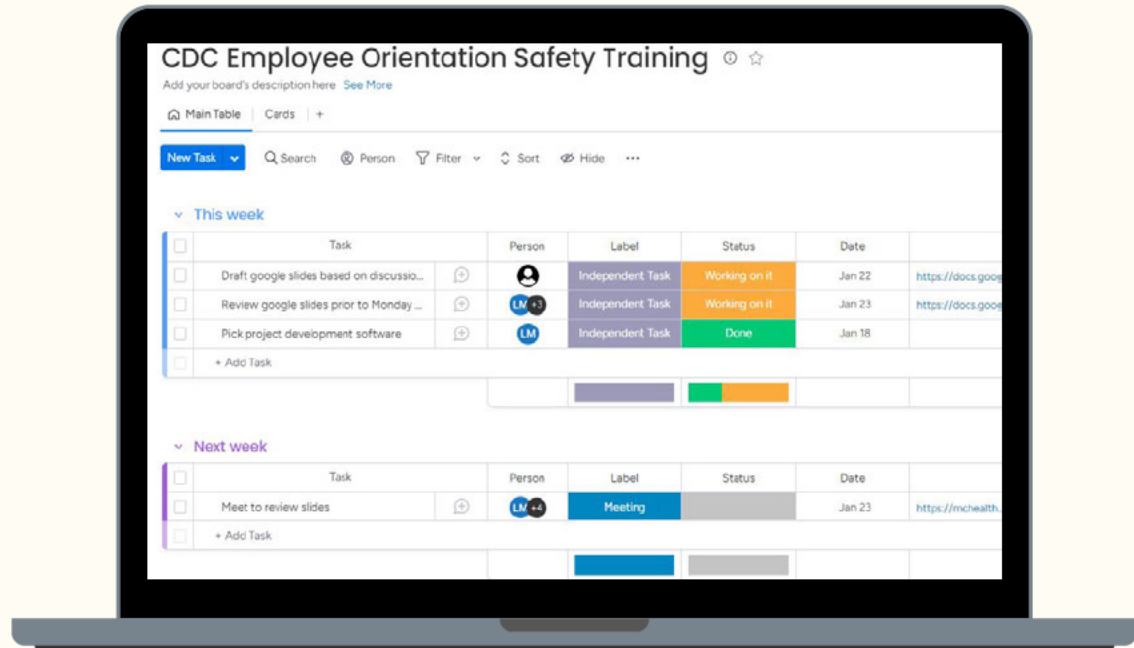- Improve worker retention rates

PROJECT MANAGEMENT

Project Management Tools

Monday

- Workflow
- Task Assignments
- Team Contact Info
- Meeting Links

Group Meetings

- Zoom
- Scheduled Meetings
  - Monday, January 23, 6:00 pm EST
  - Tuesday, January 24 (Class)

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CDC Employee Orientation Safety Training

Add your board's description here See More

Main Table | Cards | +

New Task | Search | Person | Filter | Sort | Hide | ...

This week

	Task		Person	Label	Status	Date	
☐	Draft google slides based on discussio...	⊕	👤	Independent Task	Working on it	Jan 22	https://docs.goo...
☐	Review google slides prior to Monday ...	⊕	LM +3	Independent Task	Working on it	Jan 23	https://docs.goo...
☐	Pick project development software	⊕	LM	Independent Task	Done	Jan 18	
	+ Add Task						

Next week

	Task		Person	Label	Status	Date	
☐	Meet to review slides	⊕	LM +4	Meeting		Jan 23	https://mchealth...
	+ Add Task						

TIMELINE

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January 17, 2023

January 17-23, 2023

January 24, 2023

January 25 - February 21, 2023

Team Formation & Meeting

Team formation based on topical interest

Project Proposal Development

Team development of project proposal for class presentation

Proposal Presentation

Presentation of proposal to instructor and other EDIT 6210 team(s)

Prototype Timeline Development

Initiate the development of 1st Prototype for delivery on 21 FEB 2023