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| **ErgoSystems Presentation Instructional Design Worksheet** | | | | | | | | | | | | |
| Please complete the worksheet to structure and plan your presentation. Check the applicable boxes and fill in the blanks to facilitate your presentation's development process. Please refer to the Manual for recommended tools and strategies to maximize the effectiveness of your instructional design. | | | | | | | | | | | | |
| Background Information | | | | | | | | | | | | |
| **Client:** | | | | City of Minneapolis Public Works Department | | | | | | | | |
| **Develop Date:** | | | | March 13, 2024 | | | **Presentation Date:** | | | | TBD | |
| Title | | | | | | | | | | | | |
| **Working Title**: | | | | Ergonomics and Back Care | | | | | | | | |
| **Final Title**: | | | | Ergonomics Strategies for Healthy Backs | | | | | | | | |
| Presentation Type | | | | | | | | | | | | |
|  | **Generic** – Suitable for a broad audience, not customized to the specific audience | | | | | | | | | | | |
|  | **Custom** – Tailored to the specific audience group | | | | | | | | | | | |
| Audience Demographics (Specify the characteristics of the target audience) | | | | | | | | | | | | |
| **Occupation(s)**: | | | | | Employees who work in Fleet Services, including mechanics and general labor | | | | | | | |
| **Age Range**: | | | | | Early 20’s to late 60’s | | | | | | | |
| **Gender Mix:** | | | | | Gender mix of about 80% male and 20% female | | | | | | | |
| **Physical Activity Level:** | | | | | Moderate to heavy physical demands | | | | | | | |
| **Musculoskeletal Issues:** | | | | | Many have had musculoskeletal issues over the years | | | | | | | |
| **Audience Numbers:** | | | | | 30 to 40 attendees per session | | | | | | | |
| **Other:** | | | | | None | | | | | | | |
| Presentation Format (Select the most suitable format) | | | | | | | | | | | | |
|  | **Live** – Real-time presentation | | | | | | | | | | | |
|  | **Live with PowerPoint** – Visual support | | | | | | | | | | | |
|  | **Self-directed** – For later viewing | | | | | | | | | | | |
| Key Takeaways (List the core messages or skills the audience should gain) | | | | | | | | | | | | |
|  | Backs need to be resilient, here are some strategies | | | | | | | | | | | |
|  | Ergonomics defined: Work smarter, not harder | | | | | | | | | | | |
|  | Neutral Position | | | | | | | | | | | |
|  | Reach Zone | | | | | | | | | | | |
|  | Power Position/Lift | | | | | | | | | | | |
|  | Fatigue Control | | | | | | | | | | | |
|  | Tools and Equipment | | | | | | | | | | | |
|  | 30 Day Challenge | | | | | | | | | | | |
| Mind Map Outline (Visual representation of your presentation's structure) | | | | | | | | | | | | |
|  | YES |  | | | | | | | | | | |
|  | NO |  | | | | | | | | | | |
|  | Insert Link to Mind Map Outline: | | | | | | | LINK INSERTED | | | | |
| Asset Inventory (Identify necessary resources for your presentation) | | | | | | | | | | | | |
| Onsite Resources: | | | | | | Graphics: | | | | | | Generic Resources: |
| Cover shots | | | | | | Graphic of ***“Working Harder, Not Smarter”*** | | | | | | Picture of a basketball |
| * Head shots – pulled from video | | | | | | Ergonomics principles graphic | | | | | | Employee standing, close up of feet/legs |
| * Workbench/workstation | | | | | | Graphic of side view of the spine | | | | | | Person using crutches |
| * Tool and equipment use | | | | | | Graphic of a spring | | | | | | Person experiencing back pain |
| * Work processes | | | | | | Power Position, Power Zone (Green, Yellow and Red) | | | | | | “Ready Position” with sports |
| * Etc. | | | | | | Graphic of three stretches (Back Bend, Power Squat, Large Arm Circles) | | | | | | Person using water fountain:   * Back bent/straight leg * Using Power Position |
| Video of employee talking about concept of ***“Working Smarter, Not Harder”*** | | | | | | “Menu” graphic | | | | | | Weight lifter using power lift technique |
| Video of me talking with an employee | | | | | |  | | | | | | Person sleeping in bed |
| Video of before and after examples of using Neutral Position | | | | | |  | | | | | |  |
| Video of employee holding an item at arm’s length and close to the body | | | | | |  | | | | | |  |
| Video of employee demonstrating the Operating Range | | | | | |  | | | | | |  |
| Video of employee doing a task within their operating range | | | | | |  | | | | | |  |
| Video of employee performing a task using the power position | | | | | |  | | | | | |  |
| Video of employee talking about importance of “Planning” as part of material handling | | | | | |  | | | | | |  |
| Video of me demonstrating and teaching the Power Lifting technique to employees | | | | | |  | | | | | |  |
| Video of employee demonstrating Power Lift technique | | | | | |  | | | | | |  |
| Video of employees stretching at work | | | | | |  | | | | | |  |
| Videos of employees using tools and equipment ( 3 or 4 examples) | | | | | |  | | | | | |  |
| Video of employees using mechanical handling equipment | | | | | |  | | | | | |  |
| Video of employee talking about problem solving | | | | | |  | | | | | |  |
| Asset Acquisition (Ensure all necessary permissions and assets have been acquired) | | | | | | | | | | | | |
|  | YES | |  | | | | | | | | | |
|  | NO | |  | | | | | | | | | |
| PowerPoint Outline Completed and imported (Structure your slide deck to align with the flow of your presentation) | | | | | | | | | | | | |
|  | YES | |  | | | | | | | | | |
|  | NO | |  | | | | | | | | | |
|  | Insert Link to PowerPoint Outline: | | | | | | | | LINK INSERTED | | | |
| Prepare PowerPoint (Ensure presentation is accessible to a diverse audience) | | | | | | | | | | | | |
|  | YES | |  | | | | | | | | | |
|  | NO | |  | | | | | | | | | |
|  | Insert Link to PowerPoint: | | | | | | | | LINK INSERTED | | | |
| Review and Revision (Plan for refinement of your presentation) | | | | | | | | | | | | |
| Main Points for Review: | | | | | | | | | | Main Points for Revision: | | |
| As needed | | | | | | | | | | As needed | | |
| Practice (Outline your rehearsal plan) | | | | | | | | | | | | |
| Practice with colleagues and then preview with client | | | | | | | | | | | | |
| Evaluation and Feedback (Describe how you will measure the impact and gather feedback from attendees) | | | | | | | | | | | | |
| Evaluation Form will be administered. | | | | | | | | | | | | |
| Additional Notes: | | | | | | | | | | | | |
| As needed | | | | | | | | | | | | |