

Technical Training and Development
Instructional Design Document (IDD)

IDD Section 1 - Overview

Machine Module A: Bath Bomb Press Safety and Use Information

Project/Course Title	Target Audience	Course Length	Target Completion Date
Bath Bomb Press Safety and Use Information	Bath Bomb Press Users	1 Hour	
Performance Consultant	Business Owner	SME	Learning Specialist
			John McDowell
Vendor (if any)	Vendor Contact:	Deliverable(s), including Format	
Bath Bomb Press	n/a	Design Document, Storyboard, and e-Learning Module	
Business Objective(s)		Competencies	
<p>Familiarize new customers/ existing users with the minimum safety requirements to protect against hazardous production practices.</p> <p>Promote consistent practice of safety measures.</p> <p>Familiarize new customers/ existing users with the components and basic operation procedures</p> <p>Provide Understanding of:</p> <ul style="list-style-type: none"> A. Hazardous Production Practices B. Machine Safety Measures C. Machine components and basic operation procedures 		<p>Identify and utilize appropriate methods and equipment to mitigate hazardous practices.</p> <p>Perform basic operation procedures.</p>	
Learning Objectives		Topics	
<p>At the conclusion of this course learners should be able to:</p> <ol style="list-style-type: none"> 1. Identify Hazardous practices 2. Identify Safety measures 3. Perform basic operation procedures correctly <ul style="list-style-type: none"> • Mold type A and connection • Mold type B and connection • Compressor connection and settings • Safe Mix addition • Proper and safe switch use • Product removal 		<ol style="list-style-type: none"> 1. Hazardous Practices 2. Safety Measures & Methods 3. Machine set-up 4. Machine operation 5. Product removal 	

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IDD Section 2 – Course Description

Course Description:	<p>Familiarize new customers/ existing users with the minimum safety requirements to protect against hazardous production practices.</p> <p>Promote consistent practice of safety measures.</p> <p>Familiarize new customers/ existing users with the components and basic operation procedures</p> <p>Provide Understanding of:</p> <ul style="list-style-type: none"> A. Hazardous Production Practices B. Machine Safety Measures C. Machine components and basic operation procedures
Pre-requisites:	No
Compliance Course (Yes/No)	No
Pre-Assessment (Yes/No)	No
Final Assessment (Yes/No)	Yes
% correct required (if any)	
Source Content	Bath Bomb Press images

Stakeholders who will provide feedback and approve this course	Not applicable
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IDD Section 3: Content Analysis

Pre-work Requirement	Not applicable. Users are those who have purchased and/or those who are using or planning to use the Bath Bomb Press.
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Course Introduction Notes	(Learner introduction (to the course elements), name inclusion, setup preview, etc.)
Safety Moment	(Graphic, message)

Pre-Assessment (if any)	Not applicable. However, preview aspects of the course similar to the questions in the post-assessment.
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All materials needed for this course	No materials are needed for this module. However, to utilize this course instruction and to produce product, the following materials are recommended: Machine User's Guide (provided with machine purchase), Bath Bomb Press Machine, Bath Bomb Press Mold(s) Prepared Bath Bomb Mix, Bath Bomb Drying Tray(s)
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IDD Section 4: Topics Design

Topic 1

(Additional details/script/graphics for eLearning courses will be recorded in a storyboard.)

Topic Title	Hazardous Practices	
Topic-level Learning Objectives	At the end of this topic, you should be able to: <ul style="list-style-type: none"> • Recognize Hazardous Practices 	
Estimated time	5 minutes (estimated)	
	Focus	Photo of injury; “What hazardous practice is this?”
	Instructional Strategies	Mini-lecture, questioning, use of pictures, virtual participation.
	Learner Engagement	Focus Moment, “Name the Hazard Type.” Prepare options for Hazard Types.
	Knowledge Check	The Learner Engagement will serve as a first knowledge check for this topic. A second knowledge check will be utilized as a topic conclusion.
	Materials/Media Needed	Correct images of hazardous practices
Topic Summary	Summarize key points (1 slide, usually)	
Topic Reflection/Conclusion	<ol style="list-style-type: none"> 1. Restate topic-level learning objectives. (“Do you feel you can do this / identify these now?”) 2. Questions (Knowledge check over the material in this topic.) 	
Topic Metadata	Hazardous Practices, Safety Regulations	

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Topic 2

Topic Title	Machine Safety Measures	
Topic-level Learning Objectives	At the end of this topic, you should be able to: <ul style="list-style-type: none"> Recognize and determine appropriate Safety Equipment & Methods 	
Estimated time	5 minutes (estimated)	
	Instructional Strategies	Cognitive and Recognition, device engagement, virtual participation
	Learner Engagement	Focus Moment, "How would you prevent X hazard?"
	Knowledge Check	The Learner Engagement will serve as the Knowledge Check for this topic.
	Materials/Media Needed	For safety measure implementation, images of proper safety gear (goggles and gloves) are required.
Topic Summary	Summarize key points (1 slide, usually)	
Topic Reflection/Conclusion	<ol style="list-style-type: none"> Restate topic-level learning objectives. ("Do you feel you can do this now?") Questions (VILT: Invite questions for clarification of material in this topic. E-Learning: Questions in a Knowledge Check are utilized.) Topic conclusion (VILT: What are your key take-aways ("aha's")?, e-Learning: Topic summary) 	
Topic Metadata	Safety Measures, Equipment, and Methods	

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Topic 3

Topic Title	Machine Setup, Components, and Basic operation procedures	
Topic-level Learning Objectives	At the end of this topic, you should be able to: <ul style="list-style-type: none"> • Recognize and Identify machine components/parts • Recognize operational characteristics and determine proper/improper setup and operational procedures 	
Estimated time	20 minutes (estimated)	
• Setup	Title	Setup and Components
	Instructional Strategies	Cognitive and Recognition, engagement, virtual participation, repetition
	Learner Engagement	Activate hot spots of machine parts
	Knowledge Check	How are the two types of molds used?
	Materials/Media Needed	Approved setup images.
• Operation	Title	Operation
	Instructional Strategies	Cognitive and Recognition, tag engagement, active participation, discussion
	Learner Engagement	Virtual Activity to identify if machine is properly/improperly being operated.
	Knowledge Check	The Learner Engagement will be used as the Knowledge Check for this topic.
	Materials/Media Needed	Approved images of both proper and improper operation. Portion of video.
Topic Summary	Summarize key points (1 slide, usually)	
Topic Reflection/Conclusion	<ol style="list-style-type: none"> 1. Restate topic-level learning objectives. (“Do you feel you can do this now?”) 2. Virtual Questions (Order of operation procedural elements) 3. Conclusion Recap of topic elements 	
Topic Metadata	Machine Setup, Machine Components/Parts, Machine Operation	

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Course Conclusion

Course Summary/Reflection	Recap of main module elements (1 to 3 slides typically)
Action Plan Discussion	Encouragement to follow guidelines (1 slide typically)
Final Assessment (if any)	Not applicable for this course
Closing	Thank you for purchasing the Bath Bomb Press (1 slide)

Estimated Agenda for ILT Courses (Adjust as Needed)

Course Introduction	Start Time
Topic 1	Hazardous Practices
Topic 2	Safety Equipment & Methods
Break	
Topic 3	Machine Components, Setup, and Operation
Assessment	
Course Conclusion	End Time

For eLearning Courses Only

Navigation requirements	(Forward/back buttons, menus, page numbers, non-linear options, course map, etc.)
Other Elements required	(Glossary, credits, resources, help, etc.)
Evaluation Survey Link	(Request this from Bath Bomb Press administrator and paste here.)
Legal Notice	(standard copyright statement)
Audio (narration)	Recorded by Instructional Designer John McDowell
Custom Graphics	Not applicable
Custom Photography (not provided by client)	Photographed by Instructional Designer John McDowell
Animations	No custom animations needed other than those created with the standard Instructional Design software triggers for this module
Interactions	Knowledge checks, Focus moment engagements, Hot spot engagements
Other features required	Not applicable