

Microlearning Planner | 2023

PROJECT/EVENT: Sample Hospitality
Microlearning Content

Microlearning delivered via theEMPLOYEEapp from a wide ranging pre-built standard catalog of classes created by our content partners.

| Content Calendar | About | Campaign Start | Campaign End |
|--|-----------|------------------|-------------------|
| Workplace Violence | 10 videos | January 1, 2023 | December 31, 2023 |
| Active Shooter | 5 videos | January 1, 2023 | January 31, 2023 |
| Diversity in the Workplace | 4 videos | February 1, 2023 | February 28, 2023 |
| Conflict Resolution | 4 videos | March 1, 2023 | March 31, 2023 |
| Slips, Trips, and Falls | 4 videos | April 1, 2023 | April 30, 2023 |
| Mental Health Awareness | 5 videos | May 1, 2023 | May 31, 2023 |
| Juneteenth Celebration | 4 videos | June 16, 2023 | June 19, 2023 |
| National Safety Month | 5 videos | June 1, 2023 | June 30, 2023 |
| Dealing With Drug and Alcohol Abuse | 4 videos | July 1, 2023 | July 31, 2023 |
| Hand, Wrist & Finger Safety | 5 videos | August 1, 2023 | August 31, 2023 |
| Hazard Communication in Hospitality | 4 videos | Sept. 1, 2023 | Sept. 30, 2023 |
| Bullying and Other Disruptive Behavior | 5 videos | October 1, 2023 | October 31, 2023 |
| Fitness and Wellness | 4 videos | November 1, 2023 | November 30, 2023 |
| Fighting Fatigue in the Workplace | 5 videos | December 1, 2023 | December 31, 2023 |

Note: You will work with your Customer Support Manager to determine what engagement functionality (likes, comments, sharing) you would like enabled. And all content will be shared with Push Notifications and Read Receipts disabled unless otherwise specified by the client.

Content Calendar

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| January 2023 | | | | | | |
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| February 2023 | | | | | | |
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| March 2023 | | | | | | |
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| April 2023 | | | | | | |
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| May 2023 | | | | | | |
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| June 2023 | | | | | | |
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| July 2023 | | | | | | |
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| August 2023 | | | | | | |
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| September 2023 | | | | | | |
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| October 2023 | | | | | | |
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| November 2023 | | | | | | |
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| December 2023 | | | | | | |
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Content Calendar

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| Post Date | Campaign | Target Group(s) | Post Title | Caption |
|-----------------------------|----------------------------|-----------------|---|---|
| Jan. 3, 2023 11:00am ET | Active Shooter | All | Preparing for the Unpredictable | Horrible tragedies happen. Learn to prepare for the worst case. |
| Jan. 5, 2023 9:00am ET | Workplace Violence | All | What is Violence? | Learn about workplace violence. |
| Jan. 10, 2023 11:00am ET | Active Shooter | All | Recognizing and Surviving an Attack | In an active shooter situation, use these tips to stay safe. |
| Jan. 17, 2023 11:00am ET | Active Shooter | All | Running from a Shooter | Tips for getting away safely. |
| Jan. 24, 2023 11:00am ET | Active Shooter | All | Hiding From a Shooter | Tips for hiding until help arrives. |
| Jan. 31, 2023 11:00am ET | Active Shooter | All | When the Police Arrive | Watch to learn what to do when the police arrive. |
| Feb. 2, 2023 9:00am ET | Workplace Violence | All | Warning Signs | Can you spot the signs of violence? |
| Feb. 7, 2023 9:00am ET | Diversity in the Workplace | All | What is Diversity? | Do you know what DEI is? |
| Feb. 14, 2023 9:00am ET | Diversity in the Workplace | All | The Benefits of a Diverse Workplace | Learn why diversity is so important. |
| Feb. 21, 2023 9:00am ET | Diversity in the Workplace | All | Stereotyping, Bias & Discrimination | Learn how to be a better colleague. |
| Feb. 28, 2023 9:00am ET | Diversity in the Workplace | All | Building Diversity Skills | Use these actionable tips! |
| Mar. 2, 2023 9:00am ET | Workplace Violence | All | Handling Aggressive Behavior | Use these tips to de-escalate a situation. |
| Mar. 7, 2023 10:00am ET | Conflict Resolution | All | Understanding Workplace Conflict | Learn the basics of conflict at work. |
| Mar. 7, 2023 10:00am ET | Conflict Resolution | All | Conflict Responses That Can Make Things Worse | Don't make these conflict resolution mistakes. |
| Mar. 7, 2023 10:00am ET | Conflict Resolution | All | Resolving Conflicts Effectively | Do you know how to resolve conflict? |
| Mar. 7, 2023 10:00am ET | Conflict Resolution | All | How to Handle a Confrontation | Start using these tips at work. |
| April. 6, 2023 9:00am ET | Workplace Violence | All | Dealing With Violent Behavior | Keep yourself safe with these tips. |
| Apr. 4, 2023 11:00am ET | Slips, Trip & Falls | Field Teams | Slips, Trips, and Falls | Introduction to keeping your facility safe. |

Content Calendar

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| Post Date | Campaign | Target Group(s) | Post Title | Caption |
|-----------------------------|-------------------------|-----------------|--|--|
| Apr. 11, 2023 11:00am ET | Slips, Trip & Falls | Field Teams | Housekeeping and Maintenance | We are responsible for keeping our stores safe. |
| Apr. 18, 2023 11:00am ET | Slips, Trip & Falls | Field Teams | Footwear | Learn what footwear should you wear to not fall. |
| Apr. 25, 2023 11:00am ET | Slips, Trip & Falls | Field Teams | How to Fall Properly and First Aid | If you fall, learn to fall safely. |
| May 2, 2023 11:00am ET | Mental Health Awareness | All | The Effects of Stress | Learn what stress does to our bodies. |
| May 4, 2023 9:00am ET | Workplace Violence | All | Creating a Workplace Violence Prevention Program | Don't wait to take action! |
| May 9, 2023 11:00am ET | Mental Health Awareness | All | Causes and Signs of Stress | Do you know the causes of stress? |
| May 16, 2023 11:00am ET | Mental Health Awareness | All | Relaxation Exercise | Learn how to relax...and stay that way. |
| May 23, 2023 11:00am ET | Mental Health Awareness | All | Stress-Reducing Exercises & Positive Thinking | See results with these exercises. |
| May 30, 2023 11:00am ET | Mental Health Awareness | All | The Impact of Lifestyle on Stress | Small life changes make a difference. |
| June 1, 2023 11:00am ET | National Safety Month | Field Teams | Eye Injuries | Keep your eyes safe with these tips. |
| June 8, 2023 11:00am ET | National Safety Month | Field Teams | Cuts, Burns & Abrasions | Learn first aid for small wounds. |
| June 15, 2023 11:00am ET | National Safety Month | Field Teams | Strains, Sprains, Fractures & Shock | Learn how to treat these injuries. |
| June 16, 2023 11:00am ET | Unconscious Bias | All | What is Unconscious Bias? | Learn about bias and why it matters. |
| June 17, 2023 11:00am ET | Unconscious Bias | All | Gender & Sexual Orientation Bias | Learn about this bias and why it matters. |
| June 18, 2023 11:00am ET | Unconscious Bias | All | Racial, Ethnic & "Name" Bias | Learn about this bias and why it matters. |
| June 19, 2023 11:00am ET | Unconscious Bias | All | Identifying and Mitigating Unconscious Bias | Stop unconscious bias in it's tracks! |
| June 22, 2023 11:00am ET | National Safety Month | Field Teams | Heart Attack & Cardiac Arrest | Learn how to save a life. |
| June 29, 2023 11:00am ET | National Safety Month | Field Teams | Choking | Learn how to help someone who is choking. |

Content Calendar

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| Post Date | Campaign | Target Group(s) | Post Title | Caption |
|-----------------------------|--------------------------------------|-----------------|---|---|
| July 5, 2023 9:00am ET | Dealing With Drug & Alcohol Abuse | Field Teams | How People Get Hooked | Learn about how addiction starts. |
| July 6, 2023 9:00am ET | Workplace Violence | All | What is Harassment? | Learn about harassment at work. |
| July 11, 2023 9:00am ET | Dealing With Drug & Alcohol Abuse | Field Teams | Becoming a Substance Abuser | Struggling with addiction? Get help. |
| July 18, 2023 9:00am ET | Dealing With Drug & Alcohol Abuse | Field Teams | Alcohol and Drug Policies | Learn about our policies. |
| July 25, 2023 9:00am ET | Dealing With Drug & Alcohol Abuse | Field Teams | Overcoming Substance Abuse | We're here to connect you with the help you need. |
| Aug. 1, 2023 9:00am ET | Hand, Wrist & Finger Safety | Field Teams | The Hand's Design & Structure | Learn about the parts of your hand. |
| Aug. 3, 2023 9:00am ET | Workplace Violence | All | Discrimination, Sexual Harassment & the Law | It's illegal to discriminate. |
| Aug. 8, 2023 9:00am ET | Hand, Wrist & Finger Safety | Field Teams | Safe Work Practices | Learn how to keep your hands safe. |
| Aug. 15, 2023 9:00am ET | Hand, Wrist & Finger Safety | Field Teams | Preventing Ergonomic Injuries | Use these tips to prevent injury. |
| Aug. 22, 2023 9:00am ET | Hand, Wrist & Finger Safety | Field Teams | Choosing Tools & Using Them Safely | Learn how the right tools make a big difference. |
| Aug. 29, 2023 9:00am ET | Hand, Wrist & Finger Safety | Field Teams | Selecting the Best Gloves for the Job | Choose the right equipment! |
| Sept. 5, 2023 9:00am ET | Hazard Comms in Hospitality | Field Teams | Exposure to HAZMAT's | Learn about HAZMAT exposure and the risks. |
| Sept. 7, 2023 9:00am ET | Workplace Violence | All | Responding to Harassment | Learn the right ways to respond. |
| Sept. 12, 2023 9:00am ET | Hazard Comms in Hospitality | Field Teams | Toxins, Corrosives, and Irritants | Learn about these HAZMAT's. |
| Sept. 19, 2023 9:00am ET | Hazard Comms in Hospitality | Field Teams | PPE and Safe Storage | Learn about how to store your cleaning supplies safely. |
| Sept. 26, 2023 9:00am ET | Hazard Comms in Hospitality | Field Teams | Responding to a HAZMAT Spill | HAZMAT spill? Take action. |
| Oct. 3, 2023 11:00am ET | Bullying & Other Disruptive Behavior | Field Teams | Workplace Bullies and What They Do | Think you have a toxic teammate? Learn more. |
| Oct. 5, 2023 9:00am ET | Workplace Violence | All | Preventing Workplace Violence | Learn how to stop violent acts at work. |

Content Calendar

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| Post Date | Campaign | Target Group(s) | Post Title | Caption |
|-----------------------------|--------------------------------------|-----------------|---|--|
| Oct. 10, 2023 11:00am ET | Bullying & Other Disruptive Behavior | Field Teams | The Effects of Workplace Bullying | Bullies can make work difficult. Learn more. |
| Oct. 17, 2023 11:00am ET | Bullying & Other Disruptive Behavior | Field Teams | How to Handle a Workplace Bully | Learn how to deal with bullies the right way. |
| Oct. 24, 2023 11:00am ET | Bullying & Other Disruptive Behavior | Field Teams | Other Disruptive Behavior | Learn about other inappropriate work behavior. |
| Oct. 31, 2023 11:00am ET | Bullying & Other Disruptive Behavior | Field Teams | Defusing Disruptive Behavior | Take action to stop inappropriate behavior fast. |
| Nov. 2, 2023 9:00am ET | Workplace Violence | All | Dealing With a Stalker | If you feel unsafe, please talk to HR. |
| Nov. 7, 2023 11:00am ET | Fitness & Wellness | All | Eating Right | Use these tips to eat healthier. |
| Nov. 14, 2023 11:00am ET | Fitness & Wellness | All | Getting Enough Exercise | Use these tips to get more exercise. |
| Nov. 21, 2023 11:00am ET | Fitness & Wellness | All | Stress & High Blood Pressure | Lower your BP with these tips. |
| Nov. 28, 2023 11:00am ET | Fitness & Wellness | All | The Effects of Smoking | Learn how smoking effects the body. |
| Dec. 5, 2023 11:00am ET | Fighting Fatigue in the Workplace | All | What is Fatigue...and What Causes It? | Learn the basics of fatigue. |
| Dec.12, 2023 11:00am ET | Fighting Fatigue in the Workplace | All | The Hazards of Fatigue | In manufacturing, fatigue can be dangerous. |
| Dec. 19, 2023 11:00am ET | Fighting Fatigue in the Workplace | All | Reducing Fatigue in the Workplace | Use these quick tips. |
| Dec. 28, 2023 11:00am ET | Fighting Fatigue in the Workplace | All | How "Sleep Hygiene" Can Help With Fatigue | Learn to sleep better. |