

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							February 2023							March 2023							April 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
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May 2023							June 2023							July 2023							August 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
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September 2023							October 2023							November 2023							December 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4						1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
																					31						

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.