Design Document

Training Title: NineFeather Casual Friday

Business Goal and Problem	To maintain a professional brand image and minimize HR complaints by ensuring all employees understand and follow company guidelines for Casual Friday attire. Employees interpret "casual" inconsistently, resulting in attire that undermines professionalism, causes discomfort among coworkers, or prompts disciplinary action. A fun but clear training will clarify expectations and reduce policy violations.
Target Audience	All employees participating in Casual Friday, especially new hires or teams recently onboarded. Adults aged 22–60, mixed gender, culturally diverse, office-based staff with roles ranging from admin to management. They are familiar with standard office attire but may be unclear on what qualifies as acceptable for a business-casual setting.
Learning Objectives	**Terminal LOs:** • Choose a compliant outfit for Casual Friday based on the company's Acceptable Attire policy. • Confirm compliance with dress code policy when in doubt before attending work. • Adjust attire for varying workplace conditions while ensuring compliance with the company dress code policy.
Training Recommendation	**Delivery Method:** e-Learning using Storyline **Approach:** Single over-aching Scenario-based address the main concern of casual friday. Performance-based assessment
Training Time	Estimated 20 minute e-learning course
Deliverables	Storyboard including script Storyline source file Published zip file

	Quick guide job aid Manager evaluation tool

Training Outline	★ Learning Objective 1: Choose a compliant outfit for Casual Friday based on the company's Acceptable Attire policy.
	    ○ Select an outfit that complies with NineFeathers Consulting's Acceptable Attire policy for Casual Friday.
	        ■ Subtopic 1: Overview of the Casual Friday Policy
	            ● Purpose and intent of the policy to boost morale without compromising professionalism.
	            ● Why a more relaxed dress code still requires professionalism and impacts on our company's image, morale, or safety.
	        ■ Subtopic 2: Examples of Approved Attire
	            ● Business-casual basics: jeans (non-distressed), polos, casual blouses
	            ● Footwear: closed-toe flats, loafers, clean sneakers
	            ● Seasonal considerations: sweaters in winter, modest summer options
	        ■ Subtopic 3: Department-Specific Exceptions
	            ● Client-facing roles vs. internal teams should maintain business casual standards or managers will inform their teams of specific expectations.
	            ● Uniform or safety considerations: No open-toed shoes, shorts, or loose-fitting garments that could interfere with safety gear
	
	★ Learning Objective 2: Confirm compliance with dress code policy when in doubt before attending work.
	    ○ Locate resources and contacts to resolve attire-related questions before policy violations occur.
	        ■ Subtopics 1: Where to Access the Dress Code Policy: Company Intranet, posted copies, or handbook detailed instructions.
	        ■ Subtopics 2: How to Ask for Clarification: Emailing HR or direct manager
	        ■ Subtopics 3: When to Reach Out: before purchasing new items, special events, or new to the company.
	
	★ Learning Objective 3: Adjust attire for varying workplace conditions while ensuring compliance with the company dress code policy
	    ○ Make outfit adjustments for weather, events, or work assignments while staying compliant with the Acceptable Attire policy.

	■ Subtopics 1: Weather Considerations
	    ● Hot weather: Employees are required to cover shoulders, knees, feet.)
	    ● Cold weather: Layer with sweaters, cardigans, jackets while keeping visible compliance.
	    ● Rain/snow: weather-appropriate outerwear acceptable
	■ Subtopics 2: Special Events & Meetings
	■ Client visits: Elevate attire to regular business wear based on their standards (button-downs, blouses, slacks).
	■ Subtopics 3: Backup/Contingency Planning
	■ Sudden meetings: Have a "ready-to-upgrade" item on hand (e.g., blazer or dress shoes).

Assessment Plan	Level 2 Assessment: Knowledge checks on compliant outfits will be provided during the course to ensure learners grasp the content as they learn. Final Scenario-based quiz with 4 questions. Must score 75% (or 3 out 4 questions) to pass. The learner will have unlimited attempts to pass the quiz. Level 3 Assessment: Interview the managers 6 weeks after training completion, managers will observe employee attire during Casual Fridays using a structured checklist to assess consistent compliance. Observations will focus on specific behaviors rather than general impressions.