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| **Course Name:** |
| **ADM Sustainability Training** |
| **Lesson Name:** |
| **A Day of Sustainability** |
| **Lesson Number:** |
| **4** |

**Client responsibilities:**Please carefully review all the details in this document and clearly state the revisions necessary for AI to create a final lesson script. When reviewing the lesson script, look for:

* **Content.** Is it all there? Does it reflect your expectations of the content?
* **Word/phrase choices.** Please make any/all word-choice edits in the script as these types of changes are costly if you make them in the completed, online lesson.
* **Lesson flow.** Does it make sense? Will it make sense to the learner?

Approval of this document indicates that the development team can proceed to the next phase(s) based on the content in this document. **Changes to this document after it has been approved may be considered Change Orders.** Changes requested after the script review cycle may be out of scope and require discussion and/or a Change Order.

Please review all the details in this document carefully and make necessary revisions directly in this document. If more than one person reviews this lesson script, please consolidate the feedback. Please add reviewers’ initials by their comments.

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| Approval types: |  |
| Approved—there are no revisions and the script is approved as is. |  |
| Approved with Revisions—after noted revisions are complete, the script is approved. |  |
| Further review required—the script is not approved. BI will make the necessary revisions and return the revised script to client for further review. |  |

**Type the date of approval, approval method and approver’s name below:**

**Date:**

**Signature:**

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Lesson Screen Number: 01

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| Static Text That Displays On Screen | Graphic Description/Interaction Setup |
| Topic Title: If Applicable | Graphic/Interaction Code: 103-Image Static Text |
| **Putting it All Together**  Great job! You’ve completed the three previous lessons in this training and have a better understanding of sustainability at ADM and our goal of reducing scope 3 emissions.  Now let’s put everything together in a few real-world situations where you’ll respond to questions in a variety of interactions.    Click **Next** to continue. | Screen displays image/collage image along with static text:  *Image(s):*  Describe image(s) here or list source file names if possible |
| Lesson resource(s) available on this screen: | Notes: |
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# Lesson Screen Number: 02

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|  | Graphic Description/Interaction Setup |
| Screen Title: About this Activity | Graphic/Interaction: Static Text and Image |
| This activity will help you check your knowledge and apply key sustainability concepts and terms to respond to questions correctly. Directions for completing the activity:  1. You’ll interact with four people during the day, each with two questions related to sustainability at ADM. 2. You’ll see options for your response to each person’s questions. Choose the one you think is correct. 3. Don’t worry if you answer incorrectly. You’ll get a chance to try again. 4. When you choose the correct response, you’ll see feedback on your choices. This feedback provides you with an extended response to the question. 5. The timeline at the top of the activity screen will help you track where you’re at in the day.   When you’re ready, select Start to begin. |  |
|  | Image: |
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| Lesson resource(s) available on this screen: | Notes: |
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Lesson Screen Number: 03

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| Static Text That Displays On Screen | Graphic Description/Interaction Setup |
| Topic Title: If Applicable | Graphic/Interaction Code: Multiple-Choice 2-Try |
| **A Day of Sustainability**  Read each question and choose your response. | Multiple Choice/Multiple-Select interaction – learner gets 2 tries to answer each question in a series of multiple-choice or multiple-select questions. Learner clicks a **Next** button to move to the 2nd question in each set, and to move to the next person and advance through the quiz.  Images: (two different images per set)  Question set 1: Friend | 8 AM  Question set 2: Customer | 11 AM  Question set 3: Coworker | 2 PM  Question set 4: Farmer Customer | 4 PM |
| Interaction content – Question/Answers: | Feedback text – user answered incorrectly: |
| *8 AM: Question 1:*  You meet a friend at a coffee shop this morning. He tells you he just read an article about ADM investing in many sustainability efforts. He asks, “Isn’t that really just to help address corporate ESG goals?”  After thanking him for the question, what do you say? Choose the **two** best responses.   1. Yes, our sustainability efforts are solely to address corporate goals. 2. We have a lot of investor pressure on this at the moment. 3. Sustainability is linked to our corporate purpose and is the right thing to do for our employees and communities. (correct) 4. Sustainability is a strategic growth driver for both ADM and our upstream and downstream customers. (correct)   *If correct:*  **That’s right!** Sustainability serves as a growth driver for ADM. For example, as we make progress against our own climate goals, we can also partner with our downstream customers to help them address their climate goals, which can lead to new business opportunities, and strengthen customer relationships and longer-term supply agreements. Similarly, as we engage with farmers in regenerative ag practices and other programs, we can help them protect the future of their farms by improving soil health, water quality, and profitability. | *If incorrect – 1st try:*  Sorry, that’s incorrect. Sustainability goes beyond corporate goals and investor pressure. Try again.  *If incorrect – 2nd try:*  Sorry, that’s still not quite right. The correct responses are shown.  Sustainability serves as a growth driver for ADM. For example, as we make progress against our own climate goals, we can also partner with our downstream customers to help them address their climate goals, which can lead to new business opportunities, and strengthen customer relationships and longer-term supply agreements. Similarly, as we engage with farmers in regenerative ag practices and other programs, we can help them protect the future of their farms by improving soil health, water quality, and profitability.  ***Interaction continues on the following pages*** |

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| Interaction content continued – Question/Answers: | Feedback text: |

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| *8 AM Question 2:*  Your friend nods in understanding and then asks, “I’m not sure how ADM helps its customers with their sustainability goals. I’m sure it’s connected, but I don’t see how.”  What do you say? Choose the **two** best responses.   1. ADM’s supply chain is connected to our downstream customers and linked to their environmental footprints. (correct) 2. The theory behind sustainability is great, but in reality, we have no impact on our customers. 3. Actually, our customer impact is minimal and indirect. 4. As ADM reduces our scope 3 emissions within our supply chain, we in turn are reducing our customers scope 3 emissions. (correct)   *If correct:*  **You got it!** ADM supply chain is connected to our downstream customers and linked to their environmental footprints. ADM represents a part of our downstream customers’ scope 3 emissions. So, as we reduce the GHG emissions or other environmental impacts within our supply chains we in turn are reducing our customers scope 3 emissions and environmental impact. | *If incorrect – 1st try:*  Sorry, that’s incorrect. Consider how ADM is connected to our customers. Try again.  *If incorrect – 2nd try:*  Sorry, that’s still not quite right. The correct responses are shown.  ADM supply chain is connected to our downstream customers and linked to their environmental footprints. ADM represents a part of our downstream customers’ scope 3 emissions. So, as we reduce the GHG emissions or other environmental impacts within our supply chains we in turn are reducing our customers scope 3 emissions and environmental impact. |

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| Interaction content – Question/Answers: | Feedback text – user answered incorrectly: |
| *11 AM: Question 1:*  You’re at a sales meeting and your customer asks, “What are you doing to reduce scope 3 emissions?”  What do you say? Choose the **two** best responses.   1. We’re focusing on Strive 35 at the moment. Would you like to learn more? 2. Our largest effort to reduce scope 3 is to invest and expand regenerative agriculture and to prevent deforestation. (correct) 3. We’re working with farmers on implementing and measuring regenerative ag practices. (correct) 4. We’re following our customers’ leads on scope 3 emissions. What is your company doing?   *If correct:*  **Good job!** ADM’s largest effort to reduce scope 3 is to invest and expand regenerative agriculture and to prevent deforestation across many of the crops we originate including corn, soy, and wheat. By working with farmers on implementing and measuring these practices, we can lower GHG emissions and improve water quality and soil health. This directly translates into the most impactful way that ADM can reduce its scope 3 footprint and directly translates into how we can help our customers lower their scope 3 emissions and achieve their climate goals. | *If incorrect – 1st try:*  Sorry, that’s incorrect. Consider the primary practice we promote and engage in to reduce our scope 3 emissions. Try again.  *If incorrect – 2nd try:*  Sorry, that’s still not quite right. The correct responses are shown.  ADM’s largest effort to reduce scope 3 is to invest and expand regenerative agriculture and to prevent deforestation across many of the crops we originate including corn, soy, and wheat. By working with farmers on implementing and measuring these practices, we can lower GHG emissions and improve water quality and soil health. This directly translates into the most impactful way that ADM can reduce its scope 3 footprint and directly translates into how we can help our customers lower their scope 3 emissions and achieve their climate goals. |

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| Interaction content continued – Question/Answers: | Feedback text: |

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| *11 AM Question 2:*  Your customer responds, “I’m interested in learning more about how we can collaborate on scope 3 reduction goals. How does ADM interact with customers on achieving these goals leveraging regenerative ag?”  What do you say? Choose the **three** best responses.   1. We start by understanding our customers’ goals and identifying areas where we can help. (correct) 2. We can provide solutions and implement regenerative ag practices aimed at reducing scope 3 emissions. (correct) 3. Once the programs are implemented, we measure and track progress and impact to provide reporting metrics. (correct) 4. We can help implement Strive 35 to reduce GHG emissions.   *If correct:*  **Excellent!** ADM starts by understanding our customers’ goals and identifying areas where we can help them in the short term and long term. If the customer has a scope 3 reduction target, we then map and analyze the customers’ business, e.g., what they are buying, where they are sourcing it from, and based on their supply shed, where ADM can provide solutions and implement regenerative ag practices.  Once the programs are implemented, we then measure and track progress and impact to provide reporting metrics and help the customer account for GHG inventory.  Regen ag and preventing deforestation are ADM’s big levers for helping customers reduce their scope 3. We implement the program in a tailored way that is linked to the customers’ supply shed and sourcing areas. This is not just a one size fits all. | *If incorrect – 1st try:*  Sorry, that’s incorrect. Choose three actions ADM can take to support our customers’ scope 3 reduction goals. Try again.  *If incorrect – 2nd try:*  Sorry, that’s still not quite right. The correct responses are shown.  ADM starts by understanding our customers’ goals and identifying areas where we can help them in the short term and long term. If the customer has a scope 3 reduction target, we then map and analyze the customers’ business, e.g., what they are buying, where they are sourcing it from, and based on their supply shed, where ADM can provide solutions and implement regenerative ag practices.  Once the programs are implemented, we then measure and track progress and impact to provide reporting metrics and help the customer account for GHG inventory.  Regen ag and preventing deforestation are ADM’s big levers for helping customers reduce their scope 3. We implement the program in a tailored way that is linked to the customers’ supply shed and sourcing areas. This is not just a one size fits all. |

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| Interaction content – Question/Answers: | Feedback text – user answered incorrectly: |
| *2 PM: Question 1:*  During a team meeting discussing sustainability, one of your coworkers whispers to you that she’s driving to the plant rather than flying to save on emissions. After the meeting, she confides in you that she doesn’t know anything about scope 3 emissions.  After commending her for considering the environmental impact and letting her know you’ve completed some Sustainability training, what do you say? Choose **two** best responses.   1. I’m not sure your one flight would move the needle. 2. Actually, employee or business travel has an extremely low impact on scope 3 emissions, so you’re good to fly. (correct) 3. But you commute to work every day, so shouldn’t you stop doing that as well? 4. The largest sources of scope 3 emissions are purchased goods and services. (correct)   *If correct:*  **Nice response!** Clarify that the largest source of scope 3 emissions is purchased goods and services, and employee or business travel has an extremely low impact on scope 3 emissions.  Also, you’ll want to encourage and commend your coworkers for thinking about the environment – every little bit helps – but use this as a pivot to what actually moves the needle for ADM. There are many things we can do as individuals. Keep the message positive and encouraging. | *If incorrect – 1st try:*  Sorry, that’s incorrect. Consider the sources of scope 3 emissions at ADM. Try again.  *If incorrect – 2nd try:*  Sorry, that’s still not quite right. The correct responses are shown.  Clarify that the largest source of scope 3 emissions is purchased goods and services, and employee or business travel has an extremely low impact on scope 3 emissions.  Also, you’ll want to encourage and commend your coworkers for thinking about the environment – every little bit helps – but use this as a pivot to what actually moves the needle for ADM. There are many things we can do as individuals. Keep the message positive and encouraging.  ***Interaction continues on the following pages*** |

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| Interaction content continued – Question/Answers: | Feedback text: |

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| *2 PM Question 2:*  After pausing to think about your response, your coworker asks, “What is something that I could do to help with ADM’s climate goals?”  What do you say? Choose the **two** best responses.   1. Honestly, I’m not sure there’s anything individual ADM employees could do. 2. You could work to help advance our regenerative ag efforts related to your plant. (correct) 3. Your plant could choose to use transportation methods that are more efficient or have better equipment with lower emissions. (correct) 4. If you consider the three key ADM scope 3 levers, there’s nothing an individual employee can impact.   *If correct:*  **Way to support your coworker!**  You learned in this training the three key categories that make an impact on scope 3 emissions and that ADM has leverage – Purchased goods and services, FERA, and upstream transportation. It’s important to clarify that we need to focus on these areas. For example:   * Purchased goods and services – ADM employees could work to help advance our regenerative ag efforts related to their plant. * Upstream transportation – ADM employees could choose to use transportation methods that are more efficient or have better equipment with lower emissions. | *If incorrect – 1st try:*  Sorry, that’s incorrect. There are things ADM employees can do as individuals. Try again.  *If incorrect – 2nd try:*  Sorry, that’s still not quite right. The correct responses are shown.  You learned in this training the three key categories that make an impact on scope 3 emissions and that ADM has leverage – Purchased goods and services, FERA, and upstream transportation. It’s important to clarify that we need to focus on these areas. For example:   * Purchased goods and services – ADM employees could work to help advance our regenerative ag efforts related to their plant. * Upstream transportation – ADM employees could choose to use transportation methods that are more efficient or have better equipment with lower emissions. |

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| Interaction content – Question/Answers: | Feedback text – user answered incorrectly: |
| *4 PM Question 1:*  You are meeting with a customer, a farmer, who says he’s heard about ADM’s USDA grant. He also tells you he’s seen articles about our partnership with companies like Pepsi and wants to know what the benefits are for ADM’s re:generation program.  After thanking him for his interest, what do you say? Choose the **two** best responses.   1. I’d like to connect you with our Sustainability team so they can answer all your questions. 2. You’ll need to follow ADM’s agricultural practices to a tee if you want to participate. 3. The program involves working with farmers to implement agricultural practices with impacts including improved soil health and water quality and lower GHG emissions. (correct) 4. ADM is creating value that can benefit your farm by creating a market for differentiated and high value grains. (correct)   *If correct:*  **Nice way to educate your customer!**  ADM’s re:generation is our regenerative agriculture program that involves working with farmers to implement a series of agricultural practices that have positive environmental impact including improved soil health and water quality and lower GHG emissions.  By engaging with our downstream customers, ADM is creating value at the farm level that can economically benefit the farm by creating a market for differentiated and high value grains. | *If incorrect – 1st try:*  Sorry, that’s incorrect. Try explaining the benefits of re:generation. Try again.  *If incorrect – 2nd try:*  Sorry, that’s still not quite right. The correct responses are shown.  ADM’s re:generation is our regenerative agriculture program that involves working with farmers to implement a series of agricultural practices that have positive environmental impact including improved soil health and water quality and lower GHG emissions.  By engaging with our downstream customers, ADM is creating value at the farm level that can economically benefit the farm by creating a market for differentiated and high value grains.  ***Interaction continues on the following pages*** |

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| Interaction content continued – Question/Answers: | Feedback text: |

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| *4 PM Question 2:*  Your customer indicates he’s interested in learning more and asks, “What are the practices to follow and if I was interested, how could I get involved?”  After explaining the key practices, what do you say? Choose the two best responses.   1. The program is flexible, so you can choose to start as simply as collecting data or implementing just one or two practices. (correct) 2. It’s basically a generic program and you can get involved by implementing any sustainable agricultural practice. 3. I’d recommend you refrain from getting involved until you can implement all the regenerative ag practices. 4. You can contact your local origination manager who will collect some basic information and help you enroll via our digital platform. (correct)   *If correct:*  **Nice way to follow up with your customer!**  ADM’s re:generation program is based on a set of key practices:   * Maintaining living roots in soils * Minimizing soil disturbance * Continuously covering bare soil   These practices mainly involve the use of cover crops and implementing conservations or no-tillage.  We also focus on managing inputs responsibly, such as fertilizers and pesticides and maximizing diversity through crop rotation and edge of field practices.  The ADM program is flexible so farmers can choose to start as simply as collecting data and/or implementing one or two practices.  To get started, farmers can contact their local origination manager who will collect some basic information and help them enroll via our digital platform.  [Final Feedback on End of Day Screen] | *If incorrect – 1st try:*  Sorry, that’s incorrect. Help your customer with the next steps. Try again.  *If incorrect – 2nd try:*  Sorry, that’s still not quite right. The correct responses are shown.  ADM’s re:generation program is based on a set of key practices:   * Maintaining living roots in soils * Minimizing soil disturbance * Continuously covering bare soil   These practices mainly involve the use of cover crops and implementing conservations or no-tillage.  We also focus on managing inputs responsibly, such as fertilizers and pesticides and maximizing diversity through crop rotation and edge of field practices.  The ADM program is flexible so farmers can choose to start as simply as collecting data and/or implementing one or two practices.  To get started, farmers can contact their local origination manager who will collect some basic information and help them enroll via our digital platform.  [Final feedback on End of Day screen] |

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| Final Feedback content (End of Day Screen): | Final Feedback image: |
| **How did you do?**  It’s been a long day of responding to sustainability questions! You’re ready for real-world questions from friends, coworkers, and customers. If you like, you can retry this activity to hone your conversation skills. Otherwise, select Next to continue. | Describe image or list source filename |
| Lesson resource(s) available on this screen: | Notes: |
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Lesson Screen Number: 04

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| Screen Type: Summary | |
| Page heading and text on screen: | Graphic description: |
| **Key Takeaways** | Standard introduction graphic/animation that incorporates overall project theme/color scheme |
| You completed a Day of Sustainability. Here are a few key points to remember:   * ADM’s impact on scope 3 emissions is linked to our supply chain, i.e., from farm to ADM to our downstream customers and to the final consumer. * ADM’s re:generation program involves practices around regenerative agriculture and preventing deforestation, which are our big levers for helping customers reduce their scope 3. We implement the program in a tailored way that is linked to our customers’ supply shed and sourcing areas. This is not just a one-size-fits-all program! * Encourage friends, coworkers, and customers for thinking about the environment, and use their interest as a pivot to what moves the needle for ADM. There are several things we can do as individuals. Keep the message positive and encouraging.   Click **Exit** to return to the menu. |
| Lesson resource(s) available on this screen: | Notes: |
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