

Content Planning (Employee Tests)

1. General Workplace Safety:

- **Content:** Fire safety, emergency procedures, hazard identification, PPE usage, basic safety protocols (e.g., lockout/tagout).
- **Examples:** Multiple choice: "The appropriate fire extinguisher for electrical fires is...?" Scenario-based: "You see a coworker using a power tool without safety glasses. What should you do?"

2. Motivation at Work:

- **Content:** Job satisfaction, work-life balance, recognition programs, growth opportunities, company culture.
- **Examples:** Likert Scale: "I feel valued in my role at this company." Multiple choice: "What would most improve your motivation at work?" Open-ended: "What are your career development goals?"

3. Company Policy:

- **Content:** Focus on key policies relevant to your industry and company size (e.g., anti-discrimination, anti-harassment, data privacy, code of conduct).
- **Examples:** Scenario-based: "A colleague makes inappropriate comments about your religion. How should you handle this situation according to company policy?" True/False statements related to specific policies.

4. English Language Test (if applicable):

- **Content:** Tailored to job requirements. Reading comprehension, basic grammar, workplace vocabulary relevant to the specific role.
- **Examples:** Fill-in-the-blank sentences with relevant workplace vocabulary. Short reading passage with comprehension questions. Writing a short email to a colleague requesting information.

5. Cybersecurity Test:

- **Content:** Phishing scams, password security, data protection protocols, identifying and reporting suspicious activity.
- **Examples:** Multiple choice: "A stranger emails you claiming to be from IT and asks for your password. What should you do?" Scenario-based: "You receive a link in an email that seems suspicious. How can you determine if it's safe to click?"

6. Team Communication Work Simulation:

- **Content:** Design a scenario reflecting real-world teamwork challenges. This could involve role-playing, group problem-solving tasks, or written communication exercises.
- **Examples:** Role-playing a team meeting where members have differing viewpoints on a project approach. Group problem-solving activity where a team needs to reach consensus on a solution.