

Communications & Culture - Table of Contents

Global Notes for Development Team.....	2
Introduction	3
1. Communications and Culture.....	3
2. Introduction	4
3. Learning Objectives.....	4
4. Types of Communication	6
5. Confidential Information	7
6. Types of Information	7
7. Communication of Company Information	10
8. HVP Golden Rules of Communication.....	12
9. Challenge Point 1: Ensure Safe Communication.....	15
10. Media.....	16
11. Issue Resolution.....	18
12. Community Relations.....	19
13. Challenge Point 2: Manage Media Communication.....	22
14. Question 1	24
15. Question 2	24
16. Question 3	24
17. Question 4	25
18. Summary	25
19. Course Completion.....	26



Global Notes for Development Team


- Follow the GUI template provided, HVP branding guidelines and ensure that Alpha is not locked down (can skip through).

Introduction

Page Title		Type	Number
Communications and Culture		Text and Static Image / Graphic	1
Screen Layout			
Event	Audio	On-Screen Text (OST)	Internal Development Notes
1.	Select your role to view the content applicable to you.	<p>HVP Active Learning Online (HALO)</p> <p>Communications and Culture</p> <p>General Awareness Course on the importance of communication policy and work culture</p> <p>Select your role to view the content applicable to you.</p>	<p>There will be two entry points to the module – Employee and Contractor/Visitor.</p> <p>Design needs to be similar to Risk Management Module (refer to the opening page of that module).</p> <p>Also updated GUI template.</p> <p>Request to HVP:</p> <ol style="list-style-type: none"> As previously done, please help us identify content that must be displayed specifically only for contractors or specifically only for the employees. We assume the rest will be the same for both. Required from HVP: <ol style="list-style-type: none"> Please provide a photo of the entry of the building/foyer on level 12 Case studies and/or assessment questions (HVP to provide if required).



Page Title		Type	Text and Static Image / Graphic	Number	2
Screen Layout					
Event	Audio	On-Screen Text (OST)		Internal Development Notes	
2.	<p>Welcome to the Communications and Culture e-learning module. This module is designed to provide you with an understanding of how HVP communicates information internally and externally. You'll familiarise yourself with the expected work culture in regards to communication activities.</p> <p>This course will take approximately 16 minutes to complete.</p> <p>During and at the end of the course, you will be presented with challenge points to assist in reinforcing the learning.</p>	<p>Communications and Culture</p> <p>Welcome to the Communications and Culture e-learning course.</p> <p>Understanding of HVP Communication Policies and Procedures.</p> <p>Estimated course duration: 16 minutes</p> <p>Challenge points to assist in reinforcing the learning</p> <p>Select the highlighted arrow to continue.</p>		<p>Design needs to be similar to Risk Management Module (refer to slide 2 of that module)</p> <p>Build a simple animation with full screen images and onscreen text in sync with the audio.</p>	
Page Title		Type	Text and Static Image/ Graphic	Number	3
Screen Layout					
Event	Audio	On-Screen Text (OST)		Internal Development Notes	
3.	<p>By the end of this module, you will be able to:</p> <ul style="list-style-type: none"> Understand HVP's Confidentiality expectations Be familiar with HVP's communications policies and know where to find them Understand the importance of community relations and its impact on HVP operations 	<p>By the end of this module, you will be able to:</p> <ul style="list-style-type: none"> Understand HVP's Confidentiality expectations Be familiar with HVP's communications policies and know where to find them Understand the importance of community relations and its impact on HVP operations 		<p>Design needs to be similar to Risk Management Module (refer to slide 4 of that module)</p> <p>Build a simple animation with images and onscreen text being displayed in sync with the audio.</p>	

Page Title	Types of Communication	Type	Text and Static Image / Interactive Graphic	Number	4
Screen Layout					
					
Instruction					
Event	Audio	On-Screen Text (OST)		Internal Development Notes	
4.	At HVP, we expect your active and respectful participation in all our communications, in line with our mission, vision and value statement.	At HVP, we expect your active and respectful participation in all our communications, in line with our mission, vision and value statement.		<p>This is a simple text and image slide.</p> <p>Have the text appear against a background image (Image 3.JPG) in sync with the audio.</p> 	
	<p>There are four main types of communication:</p> <ol style="list-style-type: none"> 1. Verbal 2. Non-verbal 3. Written 4. Visual <p>Click each number to learn more.</p>	<p>There are four main types of communication:</p> <ul style="list-style-type: none"> • Verbal – For example talking to someone in person, on the phone; or giving a speech. • Non-verbal – Communication can also be non- verbal, giving importance to your body language and appearance. • Written – For example, using written words to communicate in a text, 		<p>Fade out text as infographic appears with 4 clickable tabs in sync with the audio.</p> <p>As learner clicks each number, the corresponding text appears</p> <p>Suggested infographic ID: 1183390852</p>	

		<p>email, or social media post such as Facebook</p> <p>Visual – This is communication through images such as logos, animations, and illustrations.</p>	
--	--	---	---

Page Title		Confidential Information	Type	Text and Static Image / Graphic	Number	5
Screen Layout						
Event	Audio	On-Screen Text (OST)			Internal Development Notes	
4.	<p>The effective management of important Company information is a fundamental prerequisite to the Company being able to meet its internal and external service and compliance obligations and objectives.</p> <p>It's important to be mindful of the information you are providing when communicating. You need to consider if anything you are communicating is considered Confidential or Protected information.</p> <p>Confidential information is valuable. It belongs to HVP as a company (or a third party), not us as individuals. We need to keep it safe and secure.</p>	<p>Effective Management of Company Information.</p> <p>You need to consider if anything you are communicating is considered Confidential or Protected information.</p> <ul style="list-style-type: none"> Confidential information is valuable. It belongs to HVP as a company (or a third party), not us as individuals We need to keep it safe and secure. 			<p>Build a simple animation with images and onscreen text being displayed in sync with the audio.</p>	


Page Title	Types of Information	Type	Text and Static Image / Graphic	Number	6
------------	----------------------	------	---------------------------------	--------	---


Screen Layout			
Event	Audio	On-Screen Text (OST)	Internal Development Notes
5.	<p>Whatever your role at HVP, you will deal with confidential information on a day to day basis.</p> <p>This includes:</p> <ul style="list-style-type: none"> information about trees <ul style="list-style-type: none"> How to grow them How much they're worth Where they're located How to best harvest them, haul them or sell them Information about People <ul style="list-style-type: none"> Our Employees, contractors and clients information HVP Operations including our systems and processes <p>These types of information must be kept confidential.</p>	<p>Whatever your role at HVP, you will deal with confidential information on a day to day basis.</p> <p>This includes information about</p> <ul style="list-style-type: none"> Trees People HVP Operations 	<p>This is a simple text and graphic slide.</p> <p>Have the first paragraph appear in sync with the audio. Then the bulletpoints using the images given below as background.</p> <ul style="list-style-type: none"> Nursery Container Stock Greenhouse.jpg  pre frb planning.JPG 






			<ul style="list-style-type: none"> 004.Hancock.jpg  <p>Then have the last paragraph appear in sync with the audio.</p>
	<p>You should:</p> <ul style="list-style-type: none"> Avoid using or disclosing any confidential information, other than for carrying out HVP duties; Avoid using any confidential information for the benefit of any individual, including for your own personal benefit Never disclose confidential information outside HVP even after you leave HVP; and Understand that all confidential information is solely and exclusively the property of HVP 	<p>You should:</p> <ul style="list-style-type: none"> Avoid using or disclosing any confidential information, other than for carrying out HVP duties; Avoid using any confidential information for the benefit of any individual, including for your own personal benefit Never disclose confidential information outside HVP even after you leave HVP; and Understand that all confidential information is solely and exclusively the property of HVP 	<p>Fade off the OST from previous row.</p> <p>Display the bullet points using an infographic suggestion in sync with the audio.</p>
	<p>You may learn confidential information through talking with others or by looking at systems such as the Velocity EHS communication tool.</p>	<p>This velocity page contains HVP's customer information and hence, it is confidential. Hence, you must handle this information with utmost care.</p>	<p>Fade off the OST from previous row.</p> <p>Have text appear in sync with the audio. When the audio reads "This Velocity page" display the</p>




	This velocity page contains HVP's customer information and is confidential. Hence, you must handle this information with utmost care.		screenshot of VelocityEHS from slide 7 of the source content.
	For any assistance regarding confidentiality, you can contact the Privacy Officer using the email ID provided on the screen.	For any assistance regarding confidentiality, you can contact the Privacy Officer via privacy@hvp.com.au .	When the learner clicks the link, it should take them to their mailbox as it is an email ID.

Page Title	Communication of Company Information		Type	Text and Static Image / Graphic	Number	7				
Screen Layout										
Event	Audio	On-Screen Text (OST)			Internal Development Notes					
6.	<p>Here is an activity for you. Read the scenario and select the appropriate option.</p> <p>Adam has recently quit HVP to start a business of his own. When he is brainstorming ideas with his business partner to acquire clients, it strikes him that he can call his contacts from HVP to help him.</p> <p>What do you think of this idea?</p> <p>Select the correct option and click Submit.</p>	<p>Read the scenario and select the appropriate option.</p> <p>Adam has recently quit HVP to start a business of his own. When he is brainstorming ideas with his business partner to acquire clients, it strikes him that he can call his contacts from HVP to help him.</p> <p>What do you think of this idea?</p> <table border="1"><tr><td>Option 1</td><td>Yes, that would be a great start for his business.</td></tr><tr><td>Option 2</td><td>No, this does not comply with HVP company policies.</td></tr></table>			Option 1	Yes, that would be a great start for his business.	Option 2	No, this does not comply with HVP company policies.	<p>This screen starts with a scenario question. The learner is given two options out of which the highlighted one is the correct answer. On clicking the submit button, display the corresponding feedback and then continue with the next row.</p>	
Option 1	Yes, that would be a great start for his business.									
Option 2	No, this does not comply with HVP company policies.									

		<table><tr><td>Correct Feedback</td><td>You are right! Information about the organisation or clients must be kept confidential even after you leave HVP.</td></tr><tr><td>Wrong Feedback</td><td>Though it might be a great start for his business, it is against HVP's confidentiality policy. Information about the organisation or clients must be kept confidential even after you leave HVP.</td></tr></table>	Correct Feedback	You are right! Information about the organisation or clients must be kept confidential even after you leave HVP.	Wrong Feedback	Though it might be a great start for his business, it is against HVP's confidentiality policy. Information about the organisation or clients must be kept confidential even after you leave HVP.	
Correct Feedback	You are right! Information about the organisation or clients must be kept confidential even after you leave HVP.						
Wrong Feedback	Though it might be a great start for his business, it is against HVP's confidentiality policy. Information about the organisation or clients must be kept confidential even after you leave HVP.						
		Select the correct option and click Submit.					
	<p>Let's now look at the do's and don'ts of using confidential information.</p> <p>Do's - You can use it to do your job and share it with your fellow HVP employees on HVPPortal to help them do their job.</p> <p>Don'ts - You can't use it for your own personal benefit or for anyone else's benefit, even after you leave HVP.</p>	<p>Let's now look at the do's and don'ts of using confidential information.</p> <p>Do's - You can use it to do your job and share it with your fellow HVP employees on HVPPortal to help them do their job.</p> <p>Don'ts - You can't use it for your own personal benefit or for anyone else's benefit, even after you leave HVP.</p>	<p>Using the infographic image suggestion: 1090500827</p>  <p>, display the do's and don'ts in sync with the audio. Then appear the last paragraph.</p>				
	<p>These rules and obligations are set out in your employment contract or consulting agreement which mirrors HVP's confidentiality policy.</p>	<p>These rules and obligations are set out in your employment contract or consulting agreement which mirrors HVP's confidentiality policy.</p>	<p>Display the OST in sync with the audio in a document layout.</p>				

Page Title		Type	Number
HVP Golden Rules of Communication		Interactive - Click to Reveal	8
Screen Layout			
			
Event	Audio	On-Screen Text (OST)	Internal Development Notes
7.	<p>To ensure that you participate actively in our communications while taking care of the confidentiality aspects, we, at HVP, have designed the 10 Golden Rules of Communication.</p> <p>Click each rule to learn more.</p>	<p>To ensure that you participate actively in our communications while taking care of the confidentiality aspects, we, at HVP, have designed the 10 Golden Rules of Communication:</p> <ul style="list-style-type: none"> • Be honest and respectful • Take responsibility • Be action oriented • Assign roles • Set expectations • Follow up • Choose the right channel • Manage your meetings • Be in the room • Promote one HVP 	<p>Click and reveal interaction with 10 clickable icons and labels using the below infographic image suggestion: 65416482.</p> <p>Also use the icon given below in each reveal slide in the place of the white circle.</p> <p>When the learner clicks the icon display the corresponding row in sync with the audio.</p>
		Click each rule to learn more.	Add instruction text and enable interactive elements.

7.1	We're all working towards the same goal. It means we should communicate respectfully, honestly and directly.	We're all working towards the same goal. It means we should communicate respectfully, honestly and directly.	 221936653
7.2	It is our responsibility to communicate to the right people and ensure that they receive and understand it correctly. Ask questions if you do not understand a message or request you receive.	It is our responsibility to communicate to the right people and ensure that they receive and understand it correctly. Ask questions if you do not understand a message or request you receive.	 564070900
7.3	All communications should have a desired outcome – to be clear about what you expect and when you expect it.	All communications should have a desired outcome – to be clear about what you expect and when you expect it.	 411759034
7.4	When you assign a task or action, assign a person responsible for it.	When you assign a task or action, assign a person responsible for it.	 435729202
7.5	Be clear about when you are and are not contactable and how best to contact you. Acknowledge when you receive a note and be clear about when you will respond or complete tasks. This includes sending RSVPs to all meeting invitations.	Be clear about when you are and are not contactable and how best to contact you. Acknowledge when you receive a note and be clear about when you will respond or complete tasks. This includes sending RSVPs to all meeting invitations.	 511917472






7.6	<p>Follow up verbal conversations with a written summary of the outcomes and proceeding steps.</p> <p>This can be an informal email, summary notes or formal minutes.</p>	<p>Follow up verbal conversations with a written summary of the outcomes and proceeding steps.</p> <p>This can be an informal email, summary notes or formal minutes.</p>	 <p>436086025</p>
7.7	<p>When something is unclear, call or speak in person.</p> <p>If communicating out of business hours, consider the urgency and respect the recipient's time.</p> <p>When sending emails, use the 'To' field for people who must read your email, and the 'Cc' field for people who are included as an FYI.</p>	<p>When something is unclear, call or speak in person.</p> <p>If communicating out of business hours, consider the urgency and respect the recipient's time.</p> <p>When sending emails, use the 'To' field for people who must read your email, and the 'Cc' field for people who are included as an FYI.</p>	 <p>277218836</p>
7.8	<p>When organising a meeting, circulate an agenda ahead of time, assign a chair to lead and a minute taker to take notes, and circulate meeting notes within 24 hours.</p> <p>For longer meetings, dedicate breaks every two hours.</p>	<p>When organising a meeting:</p> <ul style="list-style-type: none"> • Circulate an agenda ahead of time • Assign a chair to lead and a minute taker to take notes • Circulate meeting notes within 24 hours <p>For longer meetings, dedicate breaks every two hours.</p>	 <p>609712820</p>


7.9	<p>Make the most of meetings and face-to-face conversations by arriving on time, paying attention, contributing respectfully and leaving your devices behind.</p> <p>Come prepared to every meeting. Read the agenda beforehand and read the meeting notes after.</p>	<p>Make the most of meetings and face-to-face conversations by arriving on time, paying attention, contributing respectfully and leaving your devices behind.</p> <p>Come prepared to every meeting. Read the agenda beforehand and read the meeting notes after.</p>	 618615293
7.10	<p>Share your ideas, information and solutions across the company.</p> <p>Share directly with people who need to stay informed.</p> <p>Share stories of interest and news items outside your work zone or region.</p>	<p>Share your ideas, information and solutions across the company.</p> <p>Share directly with people who need to stay informed.</p> <p>Share stories of interest and news items outside your work zone or region.</p>	

Page Title	Challenge Point 1: Ensure Safe Communication	Type	Textual MRQ (Multi-Select)	Number	9
Question Stem	<p><Write the question stem here, in question form.></p> <p>Request from HVP:</p> <p>Please provide a scenario where the employees will face dilemma in communicating. Also, please provide plausible distractors (common misconceptions) that employees might usually do in such situations.</p>				
Instruction	Select the correct options and Submit.				
Options	<input type="checkbox"/> <Option 1> <input type="checkbox"/> <Option 2> <input type="checkbox"/> <Option 3> <input type="checkbox"/> <Option 4>				


Correct Feedback	That's right. <Insert correct feedback text here. Modify first part as required as well.>
Incorrect Feedback	That's incorrect. <Insert incorrect feedback text here. Modify first part as required as well.>
Visual Feedback	Please show visual indicators for correct/incorrect selection(s) and answers.

Page Title	Media		Type	Interactive - Click to Reveal	Number	10
Screen Layout						
Event	Audio	On-Screen Text (OST)		Internal Development Notes		
9.	<p>Let’s now have a look at your responsibilities towards different media interactions:</p> <ul style="list-style-type: none">Traditional MediaHVP Social MediaPersonal Social Media <p>Click each tab for more information.</p>	<p>Let’s now have a look at your responsibilities towards different media interactions:</p> <ul style="list-style-type: none">Traditional MediaHVP Social MediaPersonal Social Media		<p>This is a click to reveal slide with three tabs. When the learner click the tab display the corresponding row.</p> <p>Note to HVP: Please provide some images of employees addressing traditional media, screenshots of media post by HVP.</p>		
		Click each tab for more information.		Add instruction text and enable interactive elements.		
Traditional Media						
9.1	<p>Only authorised staff members are allowed to speak to the media regarding issues of any corporate significance.</p> <p>If you are ever approached by the media:</p>	<p>Only authorised staff members are allowed to speak to the media regarding issues of any corporate significance.</p> <p>If you are ever approached by the media:</p>		<p>Have the OST text appear in sync with audio.</p> <p>Icons: First bullet (1009617880):</p>		



	<ul style="list-style-type: none"> Do not enter into any discussion as it may subsequently be reported. Refer the caller to an authorised staff member. 	<ul style="list-style-type: none"> Do not enter into any discussion as it may subsequently be reported. Refer the caller to an authorised staff member. 	 <p>Second bullet (1180779748):</p> 
HVP Social Media			
9.2	<p>HVP utilises social media channels, such as Facebook, to engage with the wider community to:</p> <ul style="list-style-type: none"> Provide information about what HVP does. Show that HVP is transparent and has nothing to hide about its operations. Help the External Relations team by sharing interesting stories from those regions. 	<p>HVP utilises social media channels, such as Facebook, to engage with the wider community to:</p> <ul style="list-style-type: none"> Provide information about what HVP does. Show that HVP is transparent and has nothing to hide about its operations. Help the External Relations team by sharing interesting stories from those regions. 	<p>Have the OST appear in sync with audio.</p> <p>Show the HVP social media image and three arrows pointing from the image to three bullets.</p> <p>Icons for bullets:</p> <p>First bullet (432649906):</p>  <p>Second bullet (703999912):</p>  <p>Third bullet (1009471078):</p> 



			<p>Note to HVP: Please provide some images of HVP social media.</p>
	Personal Social Media		
9.3	<p>Remember you can always be traced back to your employer, and your behaviour online reflects on HVP.</p> <p>Don't say anything online that you wouldn't say in person.</p>	<p>Remember you can always be traced back to your employer, and your behaviour online reflects on HVP.</p> <p>Don't say anything online that you wouldn't say in person.</p>	<p>Have the OST appear in sync with audio.</p> <p>Icons for bullets: First bullet (753119827):  </p> <p>Second bullet (1315617812):  </p>

Page Title	Issue Resolution	Type	Text and Static Image / Graphic	Number	11
------------	------------------	------	---------------------------------	--------	----

Screen Layout			
			
Event	Audio	On-Screen Text (OST)	Internal Development Notes
10.1	How will you deal with an issue at HVP?	How will you deal with an issue at HVP?	Have the text appear in sync with the audio.
10.2	<p>If you encounter an issue regarding any safety matter, follow these steps to resolve it:</p> <ul style="list-style-type: none"> Bring it to the attention of your Supervisor to resolve the issue immediately. If the issue is not resolved, bring it to the attention of the HVP Representative or Manager. If the issue still remains unresolved, follow the HVP issue resolution process. 	<p>If you encounter an issue regarding any safety matter, follow these steps to resolve it:</p> <ul style="list-style-type: none"> Bring it to the attention of your Supervisor to resolve the issue immediately. If the issue is not resolved, bring it to the attention of the HVP Representative or Manager. If the issue still remains unresolved, follow the HVP issue resolution process. 	Fade off the OST from previous slide. Use the Infographic suggestion id: 687356659, instead of icons display the bullet in sync with the audio.

Page Title	Community Relations	Type	Text and Static Image / Graphic	Number	12
Screen Layout					
Event	Audio	On-Screen Text (OST)		Internal Development Notes	
11.1	Let's now understand the importance of community relations and its impact on HVP operations.	Community relations and engagement is how you interact		Display the OST in sync with the audio.	

	<p>Community relations and engagement is how you interact with other community members and is an important component of modern forest management.</p> <p>HVP value the input from a variety of stakeholders as their active input will increase trust, legitimacy and social capital in the business.</p> <p>Engaging stakeholders is important for managing risks and to understand different perspectives of the community around forestry operations.</p>	<p>with other community members and is an important component of modern forest management.</p> <p>HVP value the input from a variety of stakeholders as their active input will increase trust, legitimacy and social capital in the business.</p> <p>Engaging stakeholders is important for managing risks and to understand different perspectives of the community around forestry operations.</p>	<p>Request to HVP:</p> <p>Please provide some images of HVP employees interacting other community members and performing forest management activities.</p>
11.2	<p>The community can often have concerns relating to:</p> <ul style="list-style-type: none"> • Trucks – Noise, dust, road safety • Aerial spraying – Chemical use, noise from aircraft • Baiting – Animal welfare, domestic animal impacts • Burning – Smoke, pollution, health impacts • Machine operations – Noise, water quality • Landscape aesthetics – Harvested hills <p>Click each icon to know their environmental concerns.</p>	<p>The community can often have concerns relating to:</p> <ul style="list-style-type: none"> • Trucks – Noise, dust, road safety • Aerial spraying – Chemical use, noise from aircraft • Baiting – Animal welfare, domestic animal impacts • Burning – Smoke, pollution, health impacts • Machine operations – Noise, water quality 	<p>Display the words in bold alone along with icons. Only when the icon is clicked, display the supporting text in sync with the audio.</p> <p>Provide the highlighted words as clickable using the icons below given in order.</p> <div>  <p>253506976</p> </div> <div>  <p>1217479024</p> </div>

		<ul style="list-style-type: none"> Landscape aesthetics – Harvested hills 	 539626762  511710169  1110612431  528308950 <p>On clicking the icon, display the corresponding text.</p>
		Click each icon to know their environmental concerns.	Add instruction text and enable interactive elements.
11.3	<p>HVP has a procedure for community relations which is guided by HVP's Forest Stewardship Policy.</p> <p>The procedure commits to a focus on community relations in a number of ways such as:</p> <ul style="list-style-type: none"> Providing social benefits to the community Being sensitive to stakeholder views Managing significant adverse social impacts Monitoring social aspects of forest management Working with community members to address social issues. 	<p>HVP has a procedure for community relations which is guided by HVP's Forest Stewardship Policy.</p> <p>The procedure commits to a focus on community relations in a number of ways such as:</p> <ul style="list-style-type: none"> Providing social benefits to the community Being sensitive to stakeholder views Managing significant adverse social impacts 	<p>Once the learner clicks all icons in the previous row, fade off all elements and appear the text in sync with audio.</p> <p>Show a background image showing community.</p> <p>Provide the below link as clickable, when the learner clicks the link navigate to the webpage. https://hvportal.ad.hvp.com.au/teams/ForestStewardship/cd/Forms/bc.aspx</p> <p>Request to HVP:</p>

	<p>HVP recognises that having positive relationships with the community helps in building trust and legitimacy, and also reduces the potential for conflict.</p> <p>To know more about the Forest Stewardship Policy, click the link on the screen.</p>	<ul style="list-style-type: none"> Monitoring social aspects of forest management Working with community members to address social issues. <p>HVP recognises that having positive relationships with the community helps in building trust and legitimacy, and also reduces the potential for conflict.</p>	Please provide an image.
		Click the link to view the Forest Stewardship Policy.	

Page Title	Challenge Point 2: Manage Media Communication	Type	Textual MRQ (Multi-Select)	Number	13
Question Stem	Sam is working at an HVP site. A forest fire erupts all of a sudden and starts slowly spreading. Someone from the media, who is passing by, approaches him to find out the reason for the sudden forest fire that occurred at his site. What can Sam do now?				
Instruction	Select the correct options and click Submit.				
Options	<input type="checkbox"/> Inform the media person that there are investigations going on to find the cause for the forest fire. <input type="checkbox"/> Provide information to the media person about what HVP does to handle the situation. <input type="checkbox"/> Do not get into any discussion with the media person as it may subsequently be reported. <input type="checkbox"/> Inform the external relations team to address the media person.				
Correct Feedback	That's right. Only authorised staff members are allowed to speak to the media regarding issues of any corporate significance as it may subsequently be reported.				

Incorrect Feedback	That's incorrect. Only authorised staff members are allowed to speak to the media regarding issues of any corporate significance as it may subsequently be reported.
Visual Feedback	Please show visual indicators for correct/incorrect selection(s) and answers.

Assessments

Note to HVP:

The following 4 are placeholder pages for about 4 assessment questions. We will complete the assessment questions when we receive them.

Page Title	Question 1	Type	Textual True/False	Number	14
Question Stem	<Write the question stem here, in question form.>				
Instruction	Is this true or false? Select the correct option and Submit.				
Options	<input type="radio"/> True <input type="radio"/> False				
Correct Feedback	That's right. <Insert correct feedback text here. Modify first part as required as well.>				
Incorrect Feedback	That's incorrect. <Insert incorrect feedback text here. Modify first part as required as well.>				
Visual Feedback	Please show visual indicators for correct/incorrect selection and answer.				

Page Title	Question 2	Type	Textual MCQ (Single-Select)	Number	15
Question Stem	<Write the question stem here, in question form.>				
Instruction	Select the correct option and Submit.				
Options	<input type="radio"/> <Option 1> <input type="radio"/> <Option 2> <input type="radio"/> <Option 3> <input type="radio"/> <Option 4>				
Correct Feedback	That's right. <Insert correct feedback text here. Modify first part as required as well.>				
Incorrect Feedback	That's incorrect. <Insert incorrect feedback text here. Modify first part as required as well.>				
Visual Feedback	Please show visual indicators for correct/incorrect selection and answer.				

Page Title	Question 3	Type	Textual MRQ (Multi-Select)	Number	16
Question Stem	<Write the question stem here, in question form.>				
Instruction	Select the correct options and Submit.				
Options	<input type="checkbox"/> <Option 1>				

	<input type="checkbox"/> <Option 2> <input type="checkbox"/> <Option 3> <input type="checkbox"/> <Option 4>
Correct Feedback	That's right. <Insert correct feedback text here. Modify first part as required as well.>
Incorrect Feedback	That's incorrect. <Insert incorrect feedback text here. Modify first part as required as well.>
Visual Feedback	Please show visual indicators for correct/incorrect selection(s) and answers.

Page Title	Question 4	Type	Textual D&D to Sequence	Number	17
Question Stem	<Write the question stem here, in question form.>				
Instruction	<Drag the options into the correct sequence and Submit.>				
Drag Options (Please Shuffle)	<Insert drag options in correct sequence here.>				
Correct Feedback	That's right. <Insert correct feedback text here. Modify first part as required as well.>				
Incorrect Feedback	That's incorrect. <Click Show Me to view the correct sequence. Modify first part as required as well.>				
Visual Feedback	Please show visual indicators for correct/incorrect drops. On click of Show Me, the correct drops remain in place with visual indicators for correct, and the incorrect drops get animated into the right place in the sequence.				

Page Title	Summary	Type	Text and Static Image / Graphic	Number	18
Screen Layout					
Event	Audio	On-Screen Text (OST)		Internal Development Notes	
5.	Let's do a quick recap of what we discussed in this course. <ul style="list-style-type: none"> There are four types of communication Be familiar with HVP Communications Policies and Procedures Take utmost care while dealing with confidential information at HVP 	Key Takeaway <ul style="list-style-type: none"> There are four types of communication Be familiar with HVP Communications Policies and Procedures Take utmost care while dealing with confidential information at HVP 		This is the course summary page. Use the common design developed for summaries. Present the points as a list in sync with audio. Use a background image.	

	<ul style="list-style-type: none"> HVP value community relations and aim to increase trust, legitimacy and social capital in the business. 	<ul style="list-style-type: none"> HVP value community relations and aim to increase trust, legitimacy and social capital in the business. 	
--	---	---	--

Page Title	Course Completion	Type	Text and Static Image / Graphic	Number	19
Screen Layout					
Event	Audio	On-Screen Text (OST)		Internal Development Notes	
6.	<p>Congratulations! You have now completed the course Communications and Culture.</p> <p>We hope you will be able to identify and use the correct approach for any communication issue as you go about your work at HVP Plantations.</p>	<p>Congratulations!</p> <p>Course Completed</p> <p>Communications and Culture</p>		<p>Course completion page. Refer to Slide 40 of the Risk Management module.</p>	