

Communications & Culture - Table of Contents

Global Notes for Development Team	
Introduction	
1. Communications and Culture	
2. Introduction	
3. Learning Objectives	
4. Types of Communication	
5. Confidential Information	
6. Types of Information	
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	



Global Notes for Development Team

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

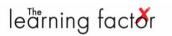


Introduction

Page Tit		Type Text and Static Image / Graph	c Number 1			
Screen Layout						
Event	Audio	On-Screen Text (OST)	Internal Development Notes			
1.	Select your role to view the content applicable to you.	HVP Active Learning Online (HALO) Communications and Culture	There will be two entry points to the module – Employee and Contractor/Visitor .			
		General Awareness Course on the importance of communication policy and work culture Select your role to view the content applicable	Design needs to be similar to Risk Management Module (refer to the opening page of that module).			
		to you.	Also updated GUI template.			
			 Request to HVP: 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:			



tle Introduction	Type Text and Static Image ,	/ Graphic Number 2
	Screen Layout	
Audio	On-Screen Text (OST)	Internal Development Notes
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	Communications and Culture Welcome to the Communications and Cu e-learning course.	Design needs to be similar to Risk Management Module (refer to slide 2 of that module)
externally. You'll familiarise yourself with the expected work culture in regards to communication activities.	Understanding of HVP Communication P and Procedures.	Build a simple animation with full screen images and onscreen text in sync with the audio.
This course will take approximately 16 minutes to complete.	Estimated course duration: 16 minutes	
During and at the end of the course, you will be presented with challenge points to assist in reinforcing the learning.	learning	
tle Learning Objectives	Type Text and Static Image/	Graphic Number 3
	Screen Layout	
Audio	On-Screen Text (OST)	Internal Development Notes
 By the end of this module, you will be able to: 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 	 By the end of this module, you will be able Understand HVP's Confidentiality expectations Be familiar with HVP's communic policies and know where to find the Understand the importance of community relations and its impartice. 	Design needs to be similar to Risk Management Module (refer to slide 4 of that module) ations hem Build a simple animation with images and onscreen text being
	Audio 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. This course will take approximately 16 minutes to complete. During and at the end of the course, you will be presented with challenge points to assist in reinforcing the learning. Learning Objectives Audio By the end of this module, you will be able to: 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	Audio 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. This course will take approximately 16 minutes to complete. During and at the end of the course, you will be presented with challenge points to assist in reinforcing the learning. Estimated course duration: 16 minutes learning Challenge points to assist in reinforcing the learning Select the highlighted arrow to continue Type Text and Static Image/ Screen Layout On-Screen Text (OST) Welcome to the Communications and Culture e-learning course. Understanding of HVP Communications and Procedures. Estimated course duration: 16 minutes learning Select the highlighted arrow to continue Type Text and Static Image/ Screen Layout On-Screen Text (OST) By the end of this module, you will be able to: 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





Page Title	Types of Communication	Type Text and Static Image Interactive Graphic	e/ Number 4
		Screen Layout	
shutter.	S TOTAL STATE OF THE PARTY OF T		
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 resp participation in all our communications, line with our mission, vision and value statement.	Have the text appear against a background image (Image 3.JPG) in sync with the audio.
	There are four main types of communication: 1. Verbal 2. Non-verbal 3. Written	 Verbal – For example talking to someone in person, on the phon giving a speech. 	appears with 4 clickable tabs
	4. Visual Click each number to learn more.	 Non-verbal – Communication of be non- verbal, giving important your body language and appear Written – For example, using wi 	the corresponding text appears
		words to communicate in a text,	SHOOESTED HILDOGRADING ID:



email, or social media post such as Facebook

Visual – This is communication through images such as logos, animations, and illustrations.



Page Ti	tle Confidential Information	Type Text and Static Image /	Graphic Number 5
		Screen Layout	
Event	Audio	On-Screen Text (OST)	Internal Development Notes
4.	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.	Effective Management of Company Information. You need to consider if anything you are communicating is considered Confidentia	Build a simple animation with images and onscreen text being displayed in sync with the audio
	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.	 Confidential information is valuab It belongs to HVP as a company (o third party), not us as individuals We need to keep it safe and secure 	ra
	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.		

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



	Screen Layout					
Event	Audio	On-Screen Text (OST)	Internal Development Notes			
Event 5.	Audio Whatever your role at HVP, you will deal with confidential information on a day to day basis. This includes: • information about trees • How to grow them • How much they're worth • Where they're located • How to best harvest them, haul them or sell them		Internal Development Notes This is a simple text and graphic slide. Have the first paragraph appear in sync with the audio. Then the bulletpoints using the images given below as background. • Nursery Container Stock Greenhouse.jpg			
	 Information about People Our Employees, contractors and clients information HVP Operations including our systems and processes These types of information must be kept confidential. 		• pre frb planning.JPG			



		• oo4.Hancock.jpg Then have the last paragraph appear in sync with the audio.
 Avoid using or disclosing any confidential information, other carrying out HVP duties; Avoid using any confidential information for the benefit of a individual, including for your ov personal benefit Never disclose confidential info outside HVP even after you leaven and Understand that all confidential information is solely and exclus property of HVP 	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	Fade off the OST from previous row. Display the bullet points using an infographic suggestion in sync with the audio.
You may learn confidential information through talking with others or by looking systems such as the Velocity EHS communication tool.		Fade off the OST from previous row. Have text appear in sync with the audio. When the audio reads "This Velocity page" display the



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 / Graph	ic <mark>Number</mark> 7
		Screen	Layout	
Event	Audio	On-Screen	Гехt (OST)	Internal Development Notes
6.	Here is an activity for you. Read the scenario and select the appropriate option.	· · · ·		This screen starts with a scenario question. The learner is given two options out of which the
	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.	of his own. We with his busi	ecently quit HVP to start a business When he is brainstorming ideas ness partner to acquire clients, it hat he can call his contacts from him.	highlighted one is the correct answer. On clicking the submit button, display the corresponding feedback and then continue with the next row.
	What do you think of this idea?	What do you think of this idea?		
	Select the correct option and click Submit.	Option 1	Yes, that would be a great start for his business.	
		Option 2	No, this does not comply with HVP company policies.	



	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 co	rrect option and click Submit.	
Let's now look at the do's and don'ts of using confidential information.	Let's now loo confidential i	k at the do's and don'ts of using nformation.	Using the infographic image suggestion: 1090500827
Do's - You can use it to do your job and share it with your fellow HVP employees on HVPortal to help them do their job.		n use it to do your job and share it ow HVP employees on HVPortal do their job.	Shutterstick
Don'ts - You can't use it for your own personal benefit or for anyone else's benefit, even after you leave HVP.		can't use it for your own personal anyone else's benefit, even after P.	, display the do's and don'ts in sync with the audio. Then appear the last paragraph.
These rules and obligations are set out in your employment contract or consulting agreement which mirrors HVP's confidentiality policy.	employment	nd obligations are set out in your contract or consulting agreement s HVP's confidentiality policy.	Display the OST in sync with the audio in a document layout.



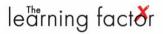
Page Title	HVP Golden Rules of Communication	Type Interactive - Click to Reveal	Number 8
Shutters	SCK STATE OF	Screen Layout	
Event 7.	Audio To ensure that you participate actively in our communications while taking care of the	On-Screen Text (OST) To ensure that you participate actively in our communications while taking care of the	Internal Development Notes Click and reveal interaction with
	communications while taking care of the confidentiality aspects, we, at HVP, have designed the 10 Golden Rules of Communication. Click each rule to learn more.	communications while taking care of the confidentiality aspects, we, at HVP, have designed the 10 Golden Rules of Communication: 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	the below infographic image suggestion: 65416482. Also use the icon given below in each reveal slide in the place of the white circle. When the learner clicks the icon display the corresponding row in sync with the audio.
		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.	Ø 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.	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.	© COMPETENCE LEVEL 511917472
	This includes sending RSVPs to all meeting invitations.	This includes sending RSVPs to all meeting invitations.	



7.6	Follow up verbal conversations with a written summary of the outcomes and proceeding steps.	Follow up verbal conversations with a written summary of the outcomes and proceeding steps.	SIN SILK
	This can be an informal email, summary notes or formal minutes.	This can be an informal email, summary notes or formal minutes.	436086025
7.7	When something is unclear, call or speak in person.	When something is unclear, call or speak in person.	
	If communicating out of business hours, consider the urgency and respect the recipient's time.	If communicating out of business hours, consider the urgency and respect the recipient's time.	277218836
	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.	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.	
7.8	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. For longer meetings, dedicate breaks every two hours.	 When organising a meeting: Circulate an agenda ahead of time Assign a chair to lead and a minute taker to take notes Circulate meeting notes within 24 hours 	609712820
		For longer meetings, dedicate breaks every two hours.	



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

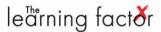
Page Title	Challenge Point 1: Ensure Safe Communication Type Textual MRQ (Multi-Select) Number 9		
Question Stem	<write form.="" here,="" in="" question="" stem="" the=""></write>		
	Request from HVP:		
	Please provide a scenario where the employees will face dilemma in communicating. Also, please provide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



Correct Feedback Incorrect Feedback Visual Feedback That's right. < Insert correct feedback text here. Modify first part as required as well.>

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

Page Title	e Media	Type Interactive - Click to Reveal	Number 10
		Screen Layout	
Event	Audio	On-Screen Text (OST)	Internal Development Notes
9.	Let's now have a look at your responsibilities towards different media interactions: • Traditional Media • HVP Social Media • Personal Social Media Click each tab for more information.	Let's now have a look at your responsibilities towards different media interactions: • Traditional Media • HVP Social Media • Personal Social Media	This is a click to reveal slide with three tabs. When the learner click the tab display the corresponding row. Note to HVP: Please provide some images of employees addressing traditional media, screenshots of media post by HVP.
		Click each tab for more information.	Add instruction text and enable interactive elements.
Tradition	al Media		
9.1	Only authorised staff members are allowed to speak to the media regarding issues of any corporate significance.	Only authorised staff members are allowed to speak to the media regarding issues of any corporate significance.	Have the OST text appear in sync with audio. Icons:
	If you are ever approached by the media:	If you are ever approached by the media:	First bullet (1009617880):



- Do not enter into any discussion as it may subsequently be reported.
- Refer the caller to an authorised staff member.
- Do not enter into any discussion as it may subsequently be reported.
- Refer the caller to an authorised staff member.



Second bullet (1180779748):



HVP Social Media

- 9.2 HVP utilises social media channels, such as Facebook, to engage with the wider community to:
 - 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.

HVP utilises social media channels, such as Facebook, to engage with the wider community to:

- 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.

Have the OST appear in sync with audio.

Show the HVP social media image and three arrows pointing from the image to three bullets.

Icons for bullets: First bullet (432649906):

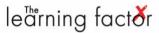


Second bullet (703999912):



Third bullet (1009471078):





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



Type

Text and Static Image / Graphic

Number

11

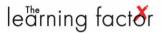


Screen Layout



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	If you encounter an issue regarding any safety matter, follow these steps to resolve it:	If you encounter an issue regarding any safety matter, follow these steps to resolve it:	Fade off the OST from previous slide. Use the Infographic suggestion id: 687356659, instead
	 Bring it to the attention of your Supervisor to resolve the issue immediately. 	 Bring it to the attention of your Supervisor to resolve the issue immediately. 	of icons display the bullet in sync with the audio.
	 If the issue is not resolved, bring it to the attention of the HVP Representative or Manager. 	 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. 	 If the issue still remains unresolved, follow the HVP issue resolution process. 	

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



Community relations and engagement is how you interact with other community members and is an important component of modern forest management.

HVP value the input from a variety of stakeholders as their active input will increase trust, legitimacy and social capital in the business.

Engaging stakeholders is important for managing risks and to understand different perspectives of the community around forestry operations. with other community members and is an important component of modern forest management.

HVP value the input from a variety of stakeholders as their active input will increase trust, legitimacy and social capital in the business.

Engaging stakeholders is important for managing risks and to understand different perspectives of the community around forestry operations.

Request to HVP:

Please provide some images of HVP employees interacting other community members and performing forest management activities.

11.2 The community can often have concerns relating to:

- 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

Click each icon to know their environmental concerns.

The community can often have concerns relating to:

- 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

Display the words in bold alone along with icons. Only when the icon is clicked, display the supporting text in sync with the audio.

Provide the highlighted words as clickable using the icons below given in order.



253506976



1217479024



		Landscape aesthetics – Harvested hills Click each icon to know their	539626762 511710169 1110612431 528308950 On clicking the icon, display the corresponding text. Add instruction text and enable
		environmental concerns.	interactive elements.
11.3	HVP has a procedure for community relations which is guided by HVP's Forest Stewardship Policy. The procedure commits to a focus on community relations in a number of ways such as: • Providing social benefits to the community • Being sensitive to stakeholder views • Managing significant adverse social impacts	HVP has a procedure for community relations which is guided by HVP's Forest Stewardship Policy. The procedure commits to a focus on community relations in a number of ways such as:	Once the learner clicks all icons in the previous row, fade off all elements and appear the text in sync with audio. Show a background image showing community. Provide the below link as clickable, when
	 Monitoring social aspects of forest management Working with community members to address social issues. 	 Providing social benefits to the community Being sensitive to stakeholder views Managing significant adverse social impacts 	the learner clicks the link navigate to the webpage. https://hvportal.ad.hvp.com.au/teams/Fo restStewardship/cd/Forms/bc.aspx Request to HVP:

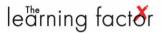


HVP recognises that having positive relationships with the community helps in building trust and legitimacy, and also reduces the potential for conflict. To know more about the Forest Stewardship Policy, click the link on the screen.	 Monitoring social aspects of forest management Working with community members to address social issues. 	Please provide an image.
	HVP recognises that having positive relationships with the community helps in building trust and legitimacy, and also reduces the potential for conflict.	
	Click the link to view the Forest Stewardship Policy.	

Page Title	Challenge Point 2: Manage Media Type Textual MRQ (Multi-Select) Number 13 Communication			
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	 Inform the media person that there are investigations going on to find the cause for the forest fire. Provide information to the media person about what HVP does to handle the situation. 			
	☐ Do not get into any discussion with the media person as it may subsequently be reported.			
	☐ 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				
	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	Туре	Textual True/False	Number	14
Question Stem	<write form.<="" here,="" in="" p="" question="" stem="" the=""></write>	>			
Instruction	Is this true or false? Select the correct option and	Submit.			
Options	o True				
	o False				
Correct Feedback	That's right. < Insert correct feedback text here. N	Aodify first	part as required as well.>		
Incorrect Feedback	That's incorrect. < Insert incorrect feedback text h	nere. Modif	y first part as required as well	.>	
Visual Feedback	Please show visual indicators for correct/incorrec	t selection	and answer.		

Page Title	Question 2	Туре	Textual MCQ (Single- Select)	Number	15
Question Stem	<write form.<="" here,="" in="" p="" question="" stem="" the=""></write>	>			
Instruction	Select the correct option and Submit.				
Options	<pre>0 <option 1=""> 0 <option 2=""> 0 <option 3=""> 0 <option 4=""></option></option></option></option></pre>				
Correct Feedback	That's right. <insert correct="" feedback="" here.="" m<="" text="" th=""><th>odify first pa</th><th>art as required as well.></th><th></th><th></th></insert>	odify first pa	art as required as well.>		
Incorrect Feedback	That's incorrect. < Insert incorrect feedback text h	nere. Modify f	first part as required as well.>		
Visual Feedback	Please show visual indicators for correct/incorrec	t selection ar	nd answer.		

Page Title	Question 3	Туре	Textual MRQ (Multi-Select)	Number	16
Question Stem	<write form.<="" here,="" in="" p="" question="" stem="" the=""></write>	>			
Instruction	Select the correct options and Submit.				
Options	□ <option 1=""></option>				



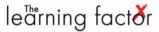
Visual Feedback

	□ <option 2=""></option>				
	□ <option 3=""></option>				
	□ <option 4=""></option>				
Correct Feedback	That's right. <insert correct="" feedback="" t<="" td=""><td>ext here. Modify first p</td><td>art as required as well.></td><td></td><td></td></insert>	ext here. Modify first p	art as required as well.>		
Incorrect Feedback	That's incorrect. <insert as="" feedback="" first="" here.="" incorrect="" modify="" part="" required="" text="" well.=""></insert>				
v' le	Please show visual indicators for correct/incorrect selection(s) and answers.				
Visual Feedback	Please snow visual indicators for corre	et/meorree serection(s	, and answers.		
		· ·			
Page Title	Question 4	Туре	Textual D&D to Sequence	Number	17
Page Title Question Stem	Question 4 <write here,="" in="" que<="" question="" stem="" td="" the=""><td>Type estion form.></td><td></td><td>Number</td><td>17</td></write>	Type estion form.>		Number	17
Page Title Question Stem	Question 4	Type estion form.>		Number	17
Page Title Question Stem Instruction	Question 4 <write here,="" in="" que<="" question="" stem="" td="" the=""><td>Type estion form.> quence and Submit.></td><td></td><td>Number</td><td>17</td></write>	Type estion form.> quence and Submit.>		Number	17
Page Title Question Stem Instruction Drag Options	Question 4 <write <drag="" correct="" here,="" in="" into="" options="" que="" question="" see<="" stem="" td="" the=""><td>Type estion form.> quence and Submit.></td><td></td><td>Number</td><td>17</td></write>	Type estion form.> quence and Submit.>		Number	17
Page Title Question Stem Instruction Drag Options (Please Shuffle) Correct Feedback	Question 4 <write <drag="" correct="" here,="" in="" into="" options="" que="" question="" see<="" stem="" td="" the=""><td>Type estion form.> quence and Submit.> nce here.></td><td>Textual D&D to Sequence</td><td>Number</td><td>17</td></write>	Type estion form.> quence and Submit.> nce here.>	Textual D&D to Sequence	Number	17

Please show visual indicators for correct/incorrect drops. On click of Show Me, the correct drops remain in place with

Page Tit	tle Summary	Type Text and Static Image / Graph	ic 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. • There are four types of communication • Be familiar with HVP Communications Policies and Procedures	 There are four types of communication Be familiar with HVP Communications Policies and Procedures 	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			
	 Take utmost care while dealing with confidential information at HVP 	 Take utmost care while dealing with confidential information at HVP 	image.			

visual indicators for correct, and the incorrect drops get animated into the right place in the sequence.



- HVP value community relations and aim to increase trust, legitimacy and social capital in the business.
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Page Tit	tle Course Completion	Type	Text and Static Image / Graphic	Number 19			
	Screen Layout						
Event	Audio	On-Screen Text	(OST)	nternal Development Notes			
6.	Congratulations! You have now completed the course Communications and Culture.	Congratulations		ourse completion page. efer to Slide 40 of the Risk			
	We hope you will be able to identify and use	Course Complet	ted	lanagement module.			
	the correct approach for any communication issue as you go about your work at HVP Plantations.	Communication	is and Culture				