

Writing submission

Document: “Granting Credit for Mental Health First Aid in KP Learn”
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This writing sample is an adaptation of work that I produced at Kaiser Permanente. This document explains the process of awarding credit for the attendees of an in-person training that was rolled out at Kaiser Permanente in 2019, using the company’s Saba-based learning management system (LMS).

I wrote all of the content for this sample.

The document is a combination of original writing and adapted content from the published LMS documentation. Process flows from the LMS documentation are reproduced in part, with editing and reframing.

The content of the document sample is based on direct job experience, the published documentation for the LMS, workplace expectations, and other resources.

This sample document has not received any editing attention.

There was no company style guide that applied to this document.

The original document was produced to ensure project continuity when the team’s primary learning administrator was unavailable. It was imperative that continuing education hours be awarded as quickly as possible.

This document was not part of a larger documentation set.