**Instructional Design Test | Senior Consultant Level**

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| Flip calendar | The entire assignment should take you about **2.5** hours to complete. |

1. **Writing**

Content producers, or CPs, have to approach their work thoughtfully and creatively. This is especially true when clients send us tangled source material like the fictional example below. As content specialists, CPs are responsible for organizing, editing, and adapting client content into engaging, behaviour-changing digital learning.

This writing test gives you the opportunity to show off your organizational, and analytical skills. And it gives us the chance to see how you approach some typical client source material. Keep in mind that you are not required to address every possible point in the source content.

**The Client**

The consulting firm SebertWork Solutions® recently suffered a data breach that exposed sensitive information about thousands of customers. To restore the trust of their customers and prevent future security lapses, SebertWork Solutions updated their data privacy policy and procedures for handling sensitive information. They’ve hired EY to develop some digital training to make sure their employees and contractors understand the updates and why data privacy is an essential part of the company’s principles.

**Assignment**

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| **Tasks** | **Format** |
| 1. **Task 1**:    1. Create a slide on asking effective questions addressed to the SME. Ensure that questions cover content holes, confusing terms, processes, etc. Based on the responses that you might receive from SME, move to Step 2.    2. A **sample storyboard** of different learning activities that represents the course’s overall approach. Create one module, which has topics, sub-topics, notes for graphic designer, and visual depiction of content. **Ensure** to have the following elements in the script:       1. Objectives       2. Course content       3. One interactive activity of your choice       4. One quiz-style question       5. Summary 2. **Task 2:**     1. Based on the scenario given above. Write an overall Training Approach for the business requirement with a focus on Training Solution and create a high-level Training Curriculum to ensure that it is comprehensive and covers all the elements of content standards.   ***Note****: You can use the content given below to come up with an appropriate training curriculum. Create this approach in just one slide.* | Create the storyboard in the PPT format. |

**Content:**

**SebertWork Solutions® Data Security Training**

Understanding the Importance of Data Protection

As a leader in workforce efficiency consulting and transformation, SebertWork Solutions stores, processes, and transmits a tremendous volume of Sensitive Information regarding our clients and their employees and contracting staff resources everyday, including but not limited to their names, phone numbers, email and mailing addresses, financial and purchasing accounts, education, professional licenses, and work histories. Now more than ever, information and network access has become a currency attractive to hackers and other types of data thieves.

Despite this situation, a recent survey in PCMag of 2,500 US consumers, conducted between June 30 and July 12th 2018, found that 35% percent of people never change their passwords unless they have to due to system requirements. If you mishandle a single email communication or open just one virus-carrying file, you could set into action a chain of events that can influence your career, business dealings, and personal lives in a negative way. Social media posts can also have a deleterious affect on professional interactions. So can mistakes in email, such as Reply All on a sensitive communication or making a company-damaging Social media post. You don’t want these things to happen! This can damage SebertWorks Solutions relationships with key clients and your standing among your colleagues.

In order to make sure that we provide all of our clients with the highest possible level of data security, we have enacted a new series of training protocols to ensure a standard set of best practices are adhered to across all service offerings to safeguard sensitive employee, client and contractor data from all possible vulnerabilities. Once trust is lost, it is difficult to restore. That’s why our new DPP Procedures must be followed by all SebertWorks employees and contractors and you are now required to obtain your Core DPP certificate. In addition to these new protocols, we also have a 24/7 Data Security Response team available.

DPP and You

Making sure our Employees and Contractors understand and adhere to the best practices of information security and data processing concepts, is the main objective of our new Data Protection Procedures. The main parts of this for all SebertWork Solutions service offerings are:

* Social Media
* Working from Remote Locations
* Handling Client data

More specialized modules are in development for more specialized service offerings, but right now we are focusing on making sure everyone takes these core topics so they can get their DPP Core Certificate, which you’ll begin now.

Social Media best practices involve professional reputation management, maintaining client confidentials, and safeguarding your personal information.

Working Remotely means being sure you work via our VPN tunnel that requires 2-device authentication using 12-digit access codes generated in part via our SafeGate phone app and making sure you handle internal and external workflows (like freelance and personal engagements) in the correct way so no data is exposed to potential threats.

Client Data Security requires you maintain confidentiality by not sharing it with unauthorized parties, by physically securing all devices with sensitive information, by only storing data in the proper locations, not copying unauthorized parties on emails, and by making smart online choices that prevent infiltration by malware, phishing scams, and other types of data theft scams, and other important procedures.

Authorized Devices

It is important that you conduct SebertWorks solutions business only on authorized devices that can access the VPN. Do not use your personal email accounts or Social Media to send or receive workrelated data.

Utilizing the Data Security Response Team

We will also cover how to properly report security concerns that you experience and also the ways you can alert our SebertWork Solutions’ Data Security Response Team in the event of a possible data breach to minimize impacts and identify security gaps so that the team can close them. Our Data Security Response team is on-call 24/7 to advice and respond to any data security questions or issues for all SebertWork Solutions staff—and our clients, too! Failing to report an incident or verify a questionable email with the Data Security Team can lead to major negative impacts in a variety of ways—don’t be afraid to reach out to the Team.

Attaining DPP CORE Certification

By following the three core concepts of our DPP you can put privacy into practice to protect personal and professional data across all service offerings, wherever and whenever you are working. You are a vital link in the chain of data security, and SebertWork Solutions is depending on you to be that first line of defense. When you finish the 3 Core Concepts modules, you will receive your required DPP Core Certificate, which will also allow you access to more specialized modules (if required by your role(s)) as they become available. By using the proper devices and networks (e.g. the VPN, SafeGate, encrypted flash drives, etc.), following social media and email best practices, and making smart choices regarding the handling of sensitive information, you help maintain the trust and level of service that has made SebertWork Solutions an industry leader. That’s what SebertWork Solutions DPP brings to you, and our Client’s, no matter what.

**SebertWork Solutions® Style Guide**

Tone and Style: Please present material in a conversational, professional tone. You may use direct address and may adapt existing language to serve the appropriate audiences and objectives.

Content: Focus on currently available resources and training only.

Usage: For all other rules (i.e., capitalization, punctuation, numerals), please refer to the current edition of the Chicago Manual of Style.

Terms:

* Data Protection Procedures (DPP)
* Data Security Response Team (DSRT)
* SafeGate™
* SebertWork Solutions® (Use registered trademark symbol on first appearance. Do not use variant forms of the full company name

**II. Editing**

**Copy-paste the following sentences/paragraphs in your answer sheet and use ‘Track Changes’ mode to edit them for grammar, concept clarity, precision, and overall effectiveness.**

1. The guests brought their dogs and some hot dogs to the picnics; they were happy they brought them.
2. It behooves me to tell you that starting a sentence with it is one of my biggest pet peeves.
3. Call me tomorrow, I will let you know if I can go with you.
4. The dog wanted it’s toy back, the children didn’t hear the dog barking.
5. She saw a dog chase a cat on the way to the store.
6. Frustrated, the chairs took Santa forever to set up.
7. Package A comprises of lesser but better options than package B.
8. Claire enjoys desserts like ice creams, brownies, and cupcakes.
9. Diana took sometime to reach the destination.
10. I have one goal; to win the competition.
11. Marvin read the book faster than Simon.
12. Lata helped Hazel more than Lizzy on the assignment.
13. Tim wrote the most perfect message earlier today.
14. The party hall was heavily-decorated for the celebration.
15. The programme will be choreographed by Tony, sometime dancer at the academy.
16. Client Data Security requires you maintain confidentiality by not sharing it with unauthorized parties, by physically securing all devices with sensitive information, by only storing data in the proper locations, not copying unauthorized parties on emails, and by making smart online choices that prevent infiltration by malware, phishing scams, and other types of data theft scams, and other important procedures.
17. As a leader in workforce efficiency consulting and transformation, SebertWork Solutions stores, processes, and transmits a tremendous volume of Sensitive Information regarding our clients and their employees and contracting staff resources everyday, including but not limited to their names, phone numbers, email and mailing addresses, financial and purchasing accounts, education, professional licenses, and work histories. Now more than ever, information and network access has become a currency attractive to hackers and other types of data thieves.