STORYBOARD

Building a Respectful Workplace

A screen-by-screen storyboard for a 12-minute SCORM course: copy, visuals, interactions, feedback and build notes.

11 screens | SCORM 1.2 | Scenario-based | Version 1.0 for review



Instructional design portfolio piece 06. An original example project: the organisation and scenarios are illustrative.

OVERVIEW

How to read this storyboard

The course

Title: Building a Respectful Workplace
Audience: All staff
Time: about 12 minutes
Format: SCORM 1.2, desktop and mobile
Pass mark: 80%

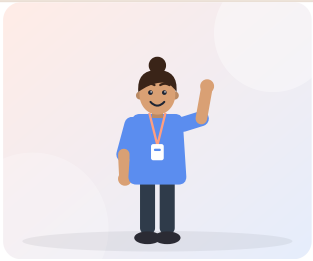
Page layout

Each page covers one screen. The **left** shows a wireframe of the screen. The **right** lists the exact text, media, interaction, feedback, accessibility needs and developer notes.

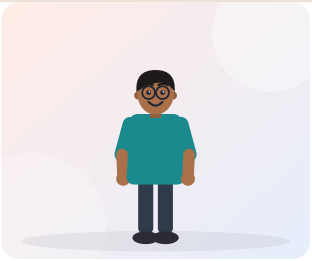
Conventions

Bold is on-screen copy. *Italic* is interface text. `Code` is a technical value. IDs run S01 to S11 and match the file names in the build.

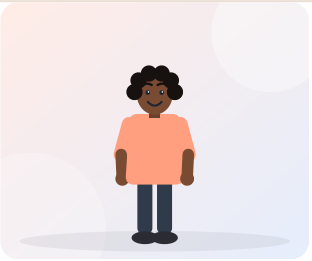
Cast of characters



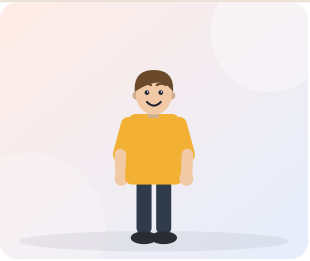
Maya
Course guide



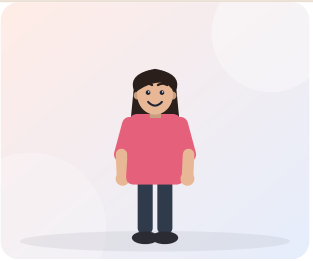
Raj
Colleague



Zoe
Colleague



Tom
Colleague



Priya
New joiner

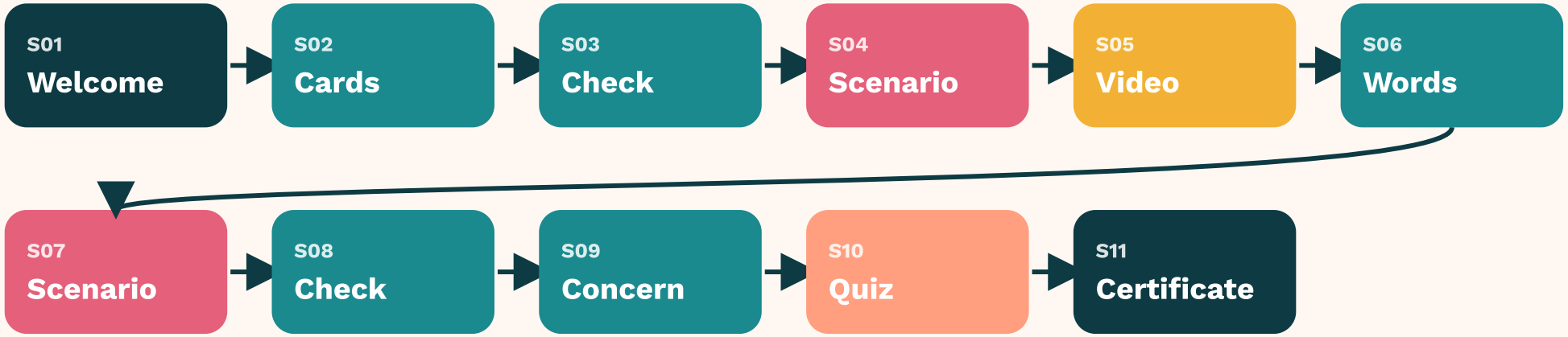
Learning objectives covered

#	By the end, the learner can...	Screens
1	Describe four habits that show respect	S01, S02, S03
2	Use language that includes	S06
3	Respond as a bystander and include a colleague	S04, S05, S07, S08
4	Raise a concern and know what happens next	S09
5	Demonstrate all four in realistic situations	S10, S11

COURSE FLOW

Eleven screens, five modules

Learners move in order. Screens with interactions stay locked until the learner completes them, so every objective is practised.



Gating

Cards, checks, scenarios and the video each unlock **Next** only when completed.

Branching

Single-path with feedback. Wrong answers explain and allow a retry, so no one is stuck.

Resume

The last screen and completed screens are saved to the LMS bookmark.

S01 Welcome Hero

Objective: Orient the learner

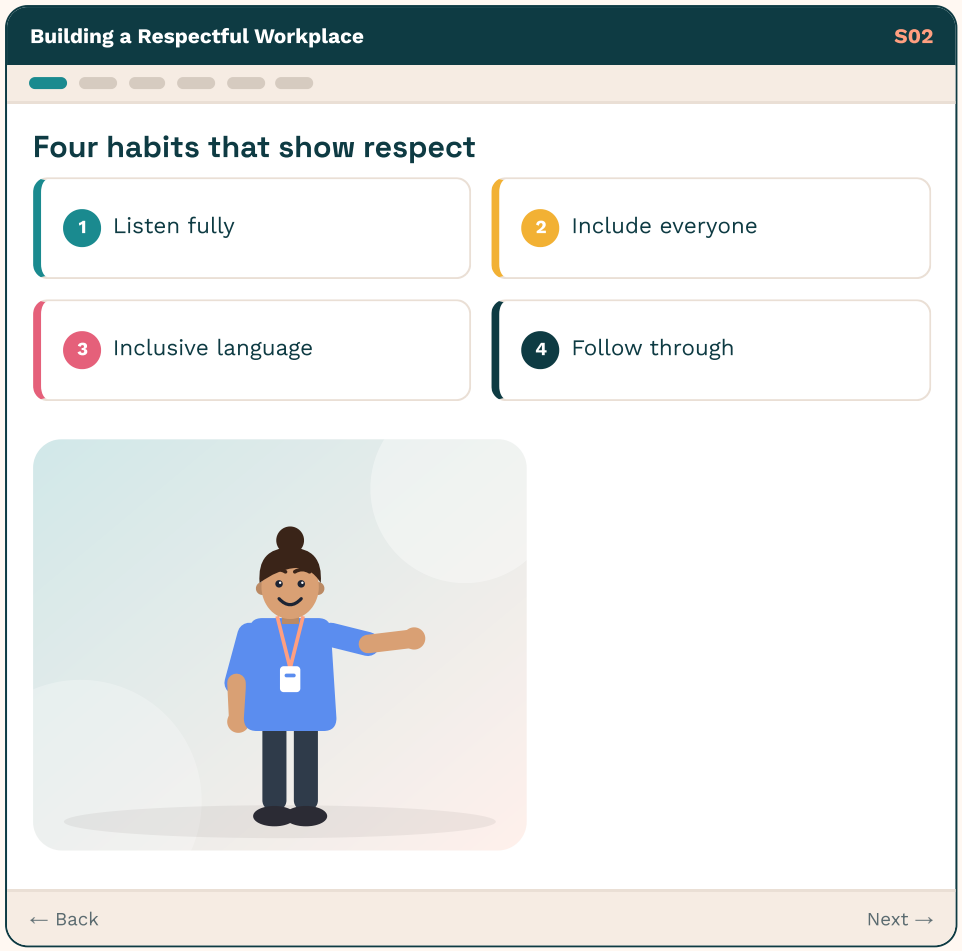


On-screen text	Title: **Respect is a skill we practise together** Body: Respectful workplaces do not happen by accident. This short course gives you simple, practical ways to treat colleagues with dignity, speak up kindly, and know where to turn for help. Bullets: Spot what respect looks like · Use language that includes · Speak up when something is not okay · Know how to raise a concern Callout: **By the end** you will have three habits to use in your next meeting.
Narration / audio	None. Text only. The guide speech bubble repeats the greeting.
Visuals and characters	Guide character **Maya** (waving, lanyard) with a speech bubble. Soft background with the course illustration style.
Interaction and logic	None. **Next** is enabled on load. Mark screen complete when viewed.
Feedback	Not applicable.
Accessibility	Illustration is decorative (empty alt text). Bubble text is real text. Heading order H1 then H2.
Developer notes	Hero layout, 2-column on desktop, stacked on mobile. Save bookmark and visited screens to `suspend_data`.

S02 What respect looks like

Interactive cards

Objective: Describe four behaviours that show respect

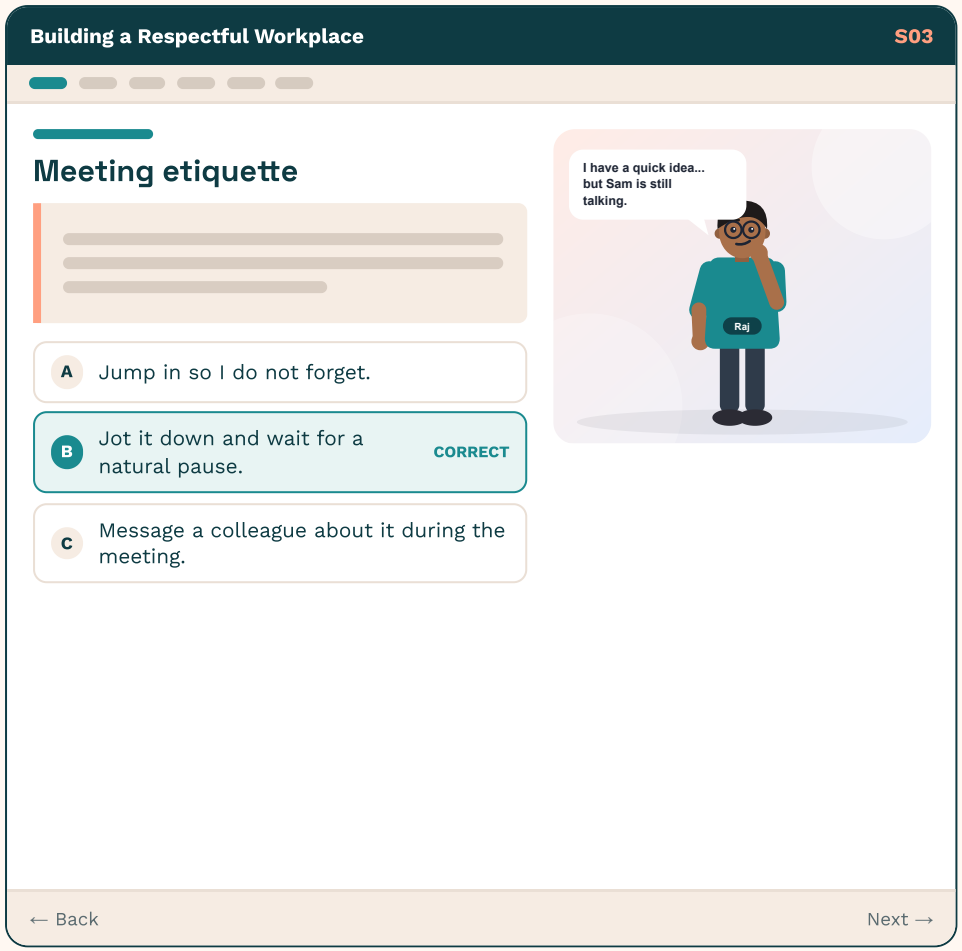


On-screen text	Heading: **Four habits that show respect** Intro: Open each card to see what it looks like in practice. Cards: **1 Listen fully** (Let people finish. Ask a question before you answer.) · **2 Include everyone** (Invite quieter voices. Share the credit.) · **3 Use inclusive language** (Choose words that welcome everyone.) · **4 Follow through** (Do what you said you would do, or say early that you cannot).
Narration / audio	None.
Visuals and characters	Four colour-coded cards, each with a number badge. Maya points toward the cards.
Interaction and logic	Click or press Enter/Space to reveal a card. **Next** unlocks when all four have been opened. Hint text: *Open every card to continue*.
Feedback	Revealed text only. No scoring.
Accessibility	Cards are buttons with `aria-expanded`. Revealed text follows the card in reading order. Colour is never the only cue.
Developer notes	Track opened cards in screen state. Persist opened count so a resumed session keeps progress.

S03 Meeting etiquette

Knowledge check

Objective: Choose a respectful way to contribute

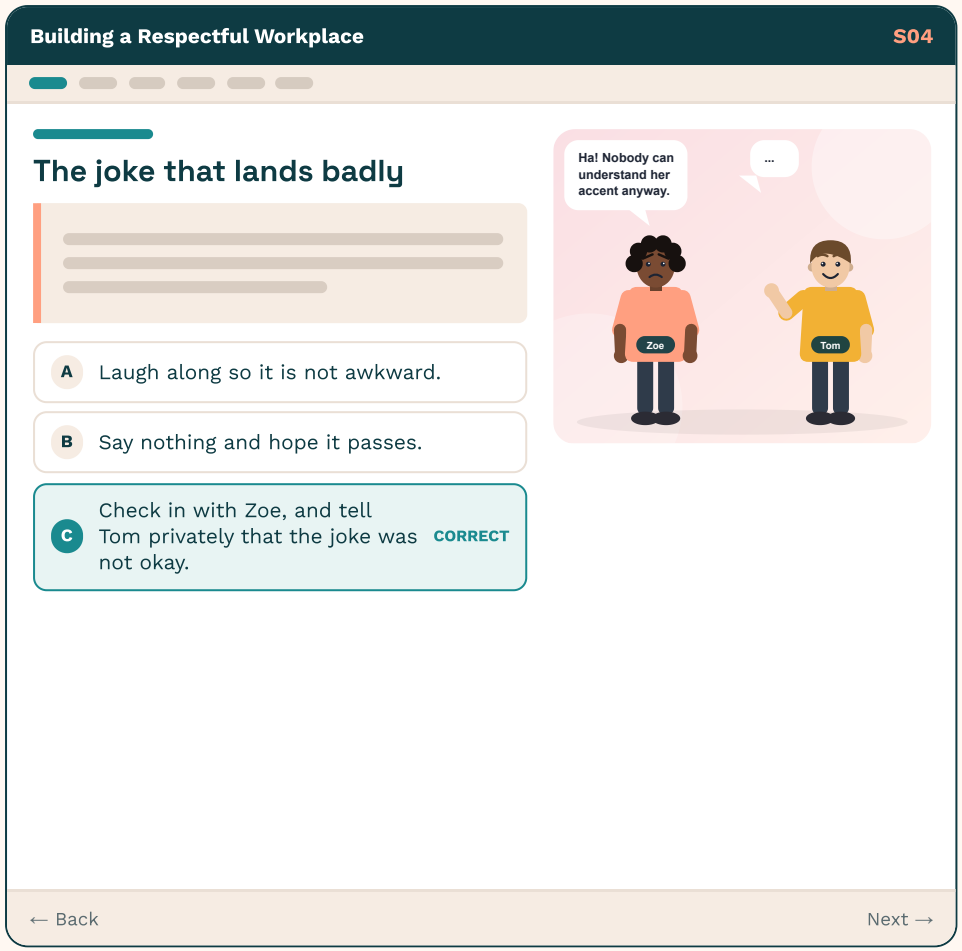


On-screen text	Question: **A colleague is mid-sentence and you have a quick idea. What is the most respectful move?**
Narration / audio	None.
Visuals and characters	**Raj** in thought pose with a speech bubble. Options appear as three lettered buttons.
Interaction and logic	Single choice. A wrong answer is marked and explained, and the learner tries again. **Next** unlocks only on the correct answer.
Feedback	**A:** Interrupting tells the speaker their point matters less than yours. **B (correct):** Noting it and waiting shows you value what they are saying, and you will contribute better. **C:** Side conversations during a meeting leave others out and distract the speaker.
Accessibility	Options are radio-style buttons. Feedback is announced through an `aria-live` region. Tick/cross icons accompany colour.
Developer notes	Store attempts per question for later analytics. Correct option index randomised per build.

S04 The joke that lands badly

Scenario

Objective: Respond to disrespectful behaviour as a bystander

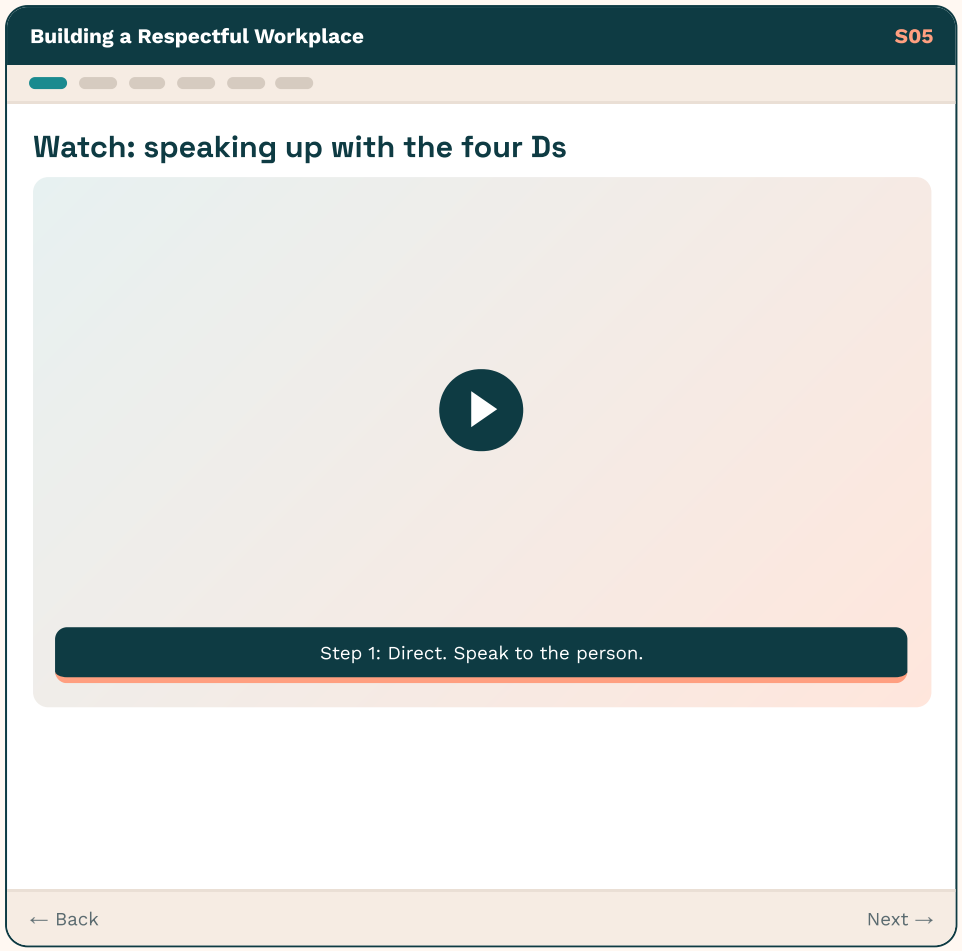


On-screen text	Setup: **In a team chat, Tom jokes about a colleague's accent. Zoe goes quiet. You saw it happen.** Question: **What do you do?**
Narration / audio	None.
Visuals and characters	Two-character scene: **Zoe** (worried) and **Tom** (laughing), with speech bubbles. Learner plays the bystander **Raj**.
Interaction and logic	Single choice. **Next** unlocks on the best answer. Wrong choices show a consequence note.
Feedback	**A:** Laughing signals the joke is acceptable and leaves Zoe more isolated. **B:** Silence can feel like agreement. Zoe may think nobody noticed or cared. **C (best):** A private check-in supports Zoe and a calm word with Tom gives him a chance to change, without a public confrontation.
Accessibility	Scenario text precedes the illustration in reading order. Speech bubbles are also in the setup text.
Developer notes	Sensitive content: keep tone neutral, avoid stereotyping. Provide a content note at the start of the module.

S05 Watch: speaking up with the four Ds

Demonstration video

Objective: Name and recognise four ways to intervene

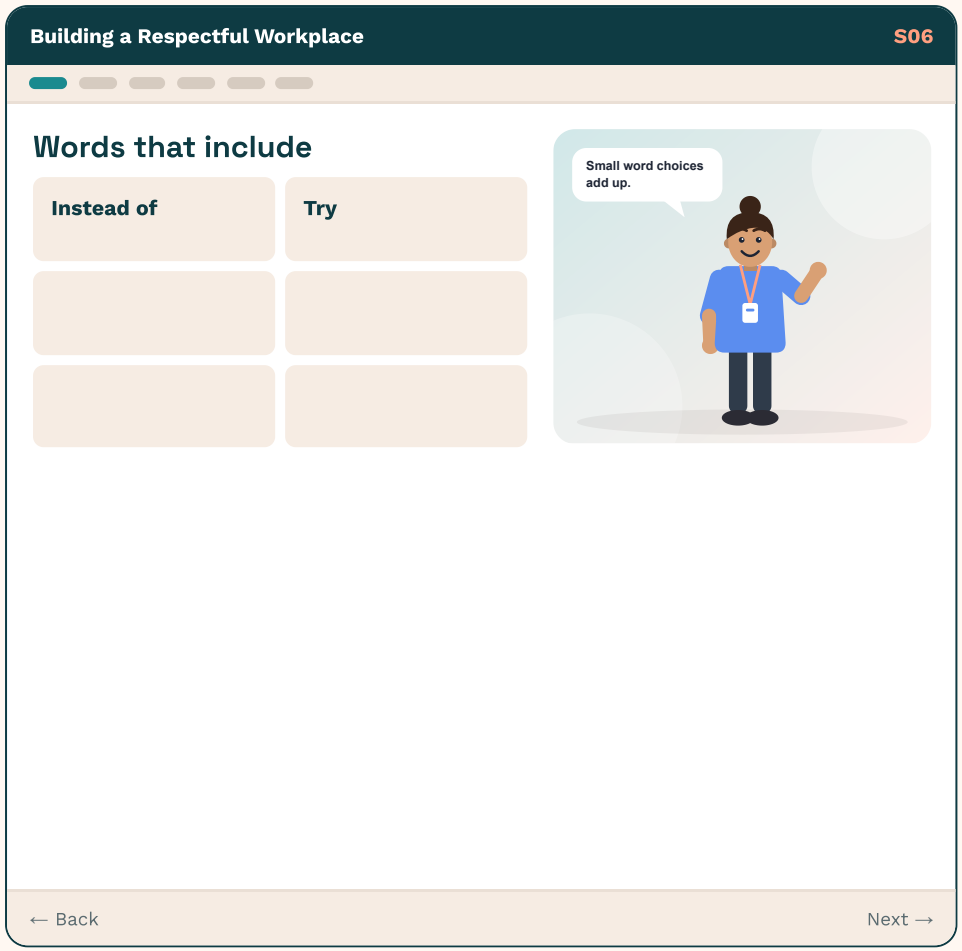


On-screen text	Title: **Watch: speaking up with the four Ds** Caption bar per scene: Direct · Distract · Delegate · Delay. Transcript available under the video.
Narration / audio	Animated, captioned video of about 40 seconds with a quiet music bed. No spoken voice. All dialogue is in speech bubbles and captions.
Visuals and characters	Cast: **Raj, Zoe, Tom, Maya**. Four short scenes, one per D, each with a step badge. Same illustration style as the course.
Interaction and logic	Standard player controls. **Next** unlocks when 90% watched or on end. Fallback button if the video fails to load.
Feedback	Not applicable.
Accessibility	Burned-in captions, full transcript, controls reachable by keyboard, no flashing content.
Developer notes	MP4 H.264, 1280×720, packaged in `/media`. Poster image required. Test seek and resume.

S06 Words that include

Content

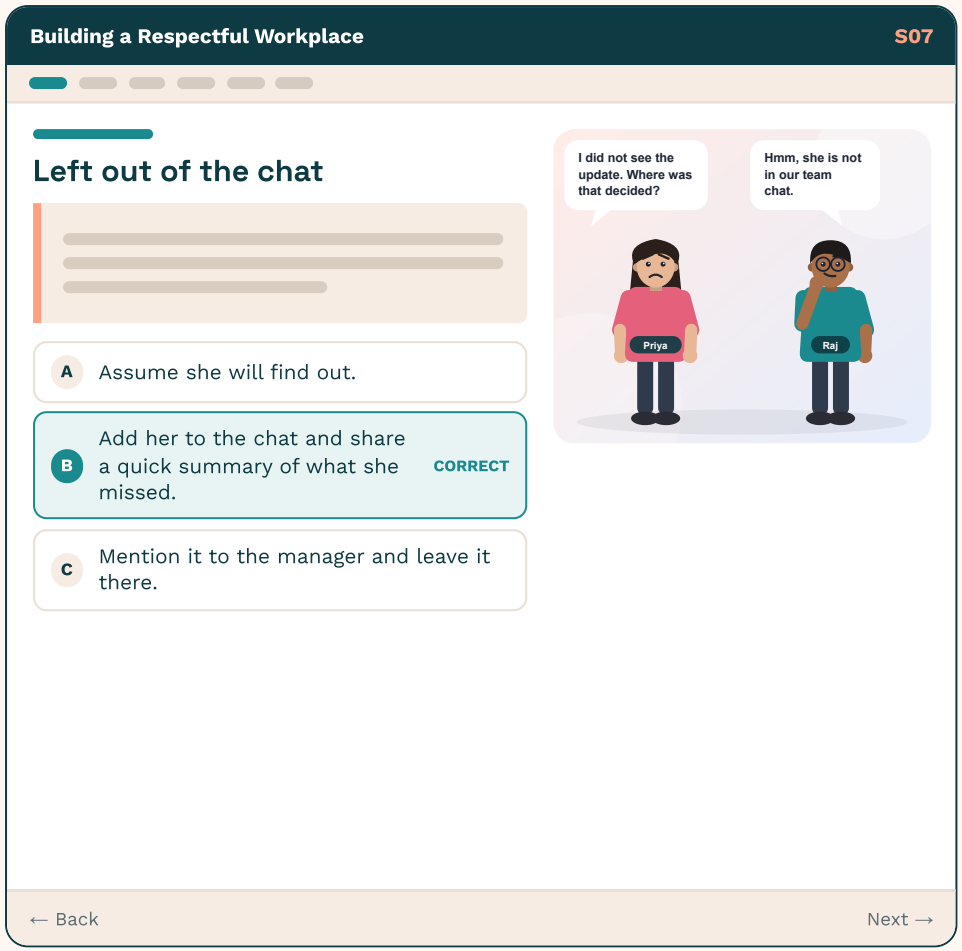
Objective: Choose inclusive alternatives to common phrases



On-screen text	Heading: **Swap the phrase, keep the meaning** Table (Instead of / Try): “Hey guys” → “Hi everyone” · “He or she” → “they” when the person is unknown · “That’s so lame” → “That’s disappointing” · “Manning the desk” → “Staffing the desk”. Callout: If you are unsure, ask people how they would like to be addressed.
Narration / audio	None.
Visuals and characters	Two-column swap table with an arrow icon. Maya in a talking pose.
Interaction and logic	None. **Next** enabled on load.
Feedback	Not applicable.
Accessibility	Real table with header row. Arrow icon is decorative.
Developer notes	Table collapses to stacked cards under 600px width.

S07 Left out of the chat Scenario

Objective: Take simple steps to include a colleague

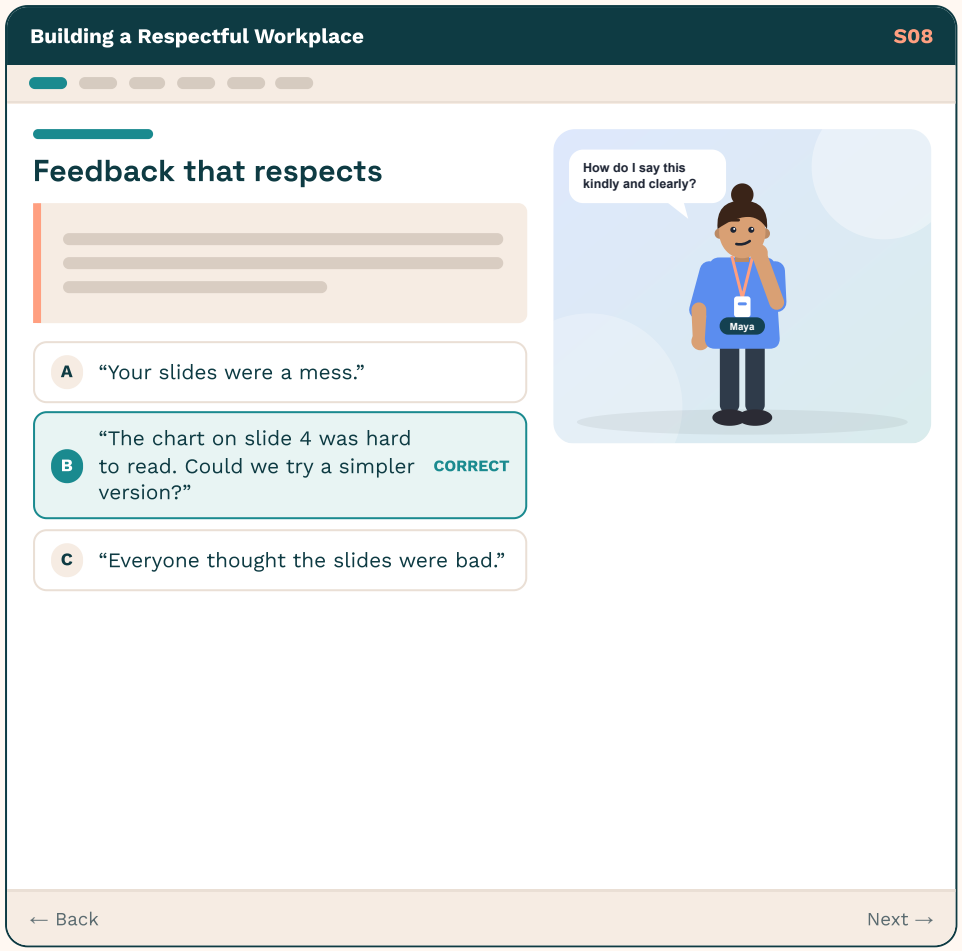


On-screen text	Setup: **Priya joined last week. Decisions are made in a team chat she is not in, and she keeps missing updates.** Question: **What is the most helpful thing you can do?**
Narration / audio	None.
Visuals and characters	**Priya** (worried) and **Raj** (thinking) with speech bubbles.
Interaction and logic	Single choice, locked until correct.
Feedback	**A:** New joiners cannot ask about things they do not know exist. **B (best):** Adding her and summarising the context removes the barrier immediately. **C:** Raising it is fine, but you can fix this yourself right now.
Accessibility	Same pattern as S04.
Developer notes	Reuse scenario template. Names configurable per locale.

S08 Feedback that respects

Knowledge check

Objective: Give feedback about the work, not the person

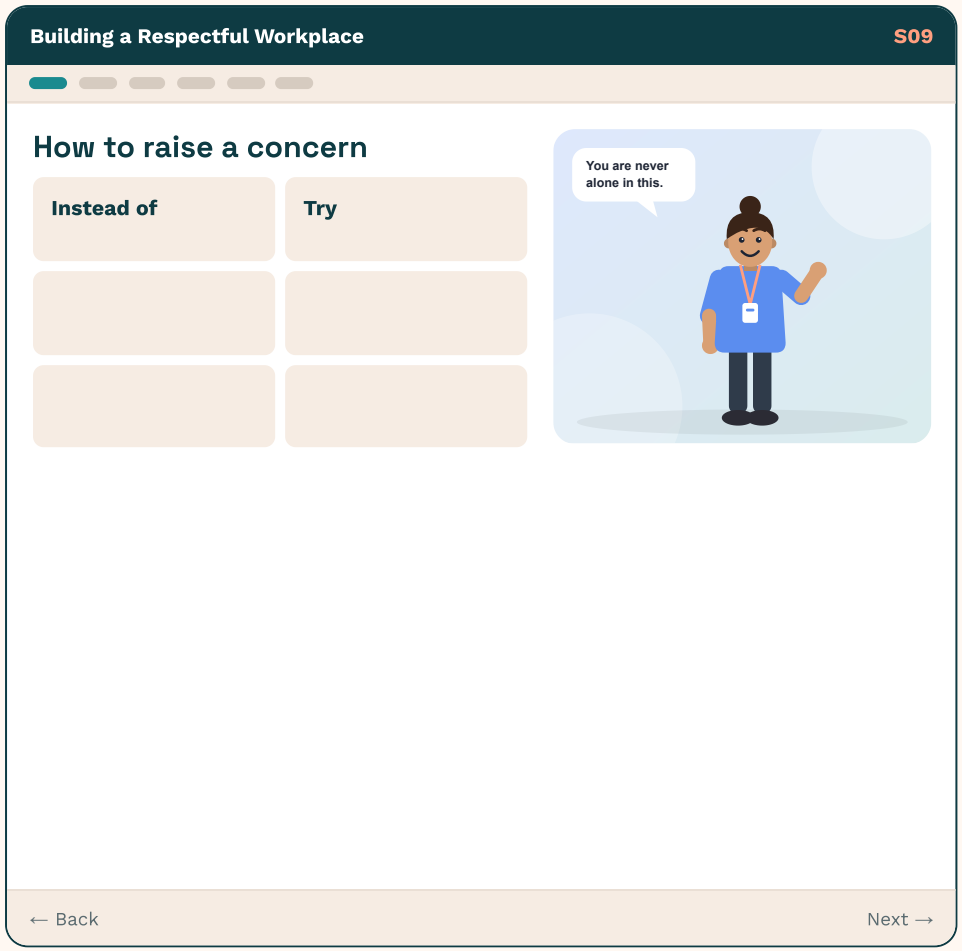


On-screen text	Question: **Which feedback on a colleague's slides is the most respectful and useful?**
Narration / audio	None.
Visuals and characters	Maya in a thinking pose with a bubble.
Interaction and logic	Single choice, locked until correct.
Feedback	**A:** Judging the person, not the work, leaves nothing to act on. **B (best):** It is specific, about the work and offers a next step. **C:** Speaking for “everyone” is vague and can feel like an attack.
Accessibility	Quoted options keep their quote marks for screen readers.
Developer notes	Same check template as S03.

S09 How to raise a concern

Content

Objective: List the steps for raising a concern

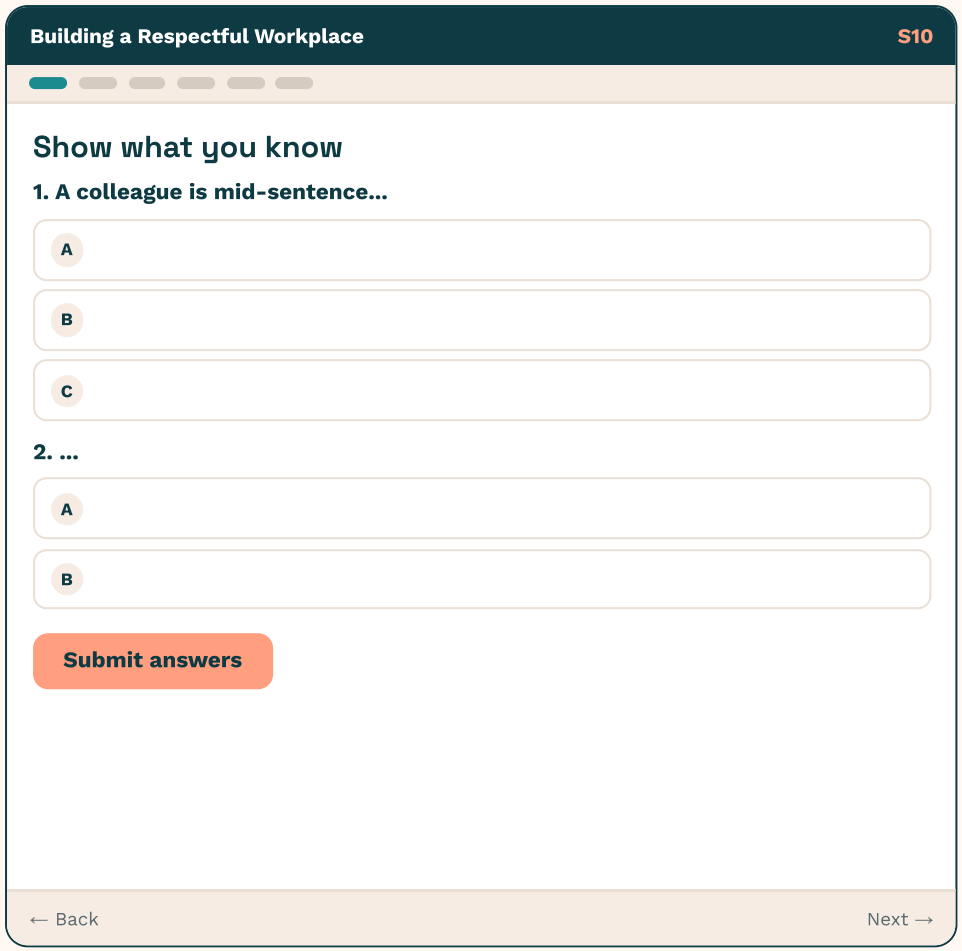


On-screen text	Heading: **If something is not okay, here is what to do** Steps: **1 Note the facts** (what, when, who) · **2 Talk to someone you trust** (your manager or the HR contact) · **3 Use the confidential route** if you prefer (see your policy for the contact details) · **4 Know what happens next** (your organisation's policy sets the timeline). Callout: Raising a concern in good faith is protected under your organisation's policy.
Narration / audio	None.
Visuals and characters	Numbered steps and a supportive guide bubble.
Interaction and logic	None. **Next** enabled on load.
Feedback	Not applicable.
Accessibility	Ordered list markup for the steps.
Developer notes	Contact details and policy link are configurable placeholders. Content to be confirmed by the client's HR team.

S10 Final assessment

Scored quiz

Objective: Demonstrate the four habits in realistic situations



On-screen text	Heading: **Show what you know** Intro: Answer all 8 questions. You need 80% to pass and you can retry. Question bank: 6 single-choice questions and 2 short scenarios, covering listening, inclusion, language, speaking up and reporting.
Narration / audio	None.
Visuals and characters	Single scrolling page with lettered options and a Submit button.
Interaction and logic	Submit enables when all questions are answered. Score = correct ÷ 8. Pass at 80% or higher. Unlimited retries. Options order randomised on each attempt.
Feedback	After submit: score, pass/fail message, and a short “why” for each missed question. No answers shown for correct items.
Accessibility	Each question is a fieldset with a legend. Result summary announced through `aria-live`.
Developer notes	SCORM 1.2: `cmi.core.score.raw/min/max`, `lesson_status` passed or failed, mastery score 80 in the manifest.

S11 Completion and certificate

Completion

Objective: Confirm completion and reinforce three habits



On-screen text	Certificate: **Certificate of completion · Building a Respectful Workplace · Completed with a score of [score]%** Reminder: **Your three habits** · Listen fully · Speak up kindly · Include everyone.
Narration / audio	None.
Visuals and characters	Certificate panel with the course rosette. Maya celebrating.
Interaction and logic	Appears only after a pass. Print button. **Next** disabled (last screen).
Feedback	Not applicable.
Accessibility	Print stylesheet hides navigation and keeps the certificate on one page.
Developer notes	Set `lesson_status = passed` before showing. Call `LMSFinish` on unload.

REVIEW

Quality checklist and version history

Before development

- [ ] Objectives match the assessment
- [ ] Every screen has exact copy and feedback
- [ ] Reading level checked (plain language)
- [ ] Sensitive content reviewed by HR
- [ ] Captions and transcript written
- [ ] Alt text and keyboard path defined

Before launch

- [ ] Click-through test against a mock LMS
- [ ] Test import in the client's LMS
- [ ] Mobile and keyboard test
- [ ] Score and status reporting confirmed
- [ ] Contact details and policy links filled in
- [ ] Stakeholder sign-off recorded

Version history

Version	Date	Change	By
0.1	Draft	First storyboard from the approved outline	Instructional designer
1.0	For review	Copy, feedback and developer notes completed	Instructional designer
1.1	Planned	Incorporate stakeholder comments	Instructional designer

Sign-off. Approval of this storyboard confirms the copy, interactions and scope. Changes after approval go through a short change note.

Approved by	Role	Date