**Vision:** *To provide all users direct, continuous access to training in Workday foundational concepts, self-service tasks and HR/FIN role-based training.*

# Training Strategy

## Training Outcomes

- All users can log-in, navigate and complete self-service.
- HR/FIN (Role-Based) users receive the training needed to perform their jobs.
- All Faculty receive the training needed to perform their jobs.
- A Workday self-service culture is created.
- Training is rolled out in phases, to allow users time to absorb, reflect and practice.
- All users know where training is located.
- Training is continuously available beyond Go-Live.

## Training Types

- Web-pages
- PDFs
- Infographics
- Videos & Animated GIFs
- Instructor Led Training (*Virtual and In-Person*)
- Virtual Lab Sessions
- Articulate Modules

## Training Channels

- Canvas LMS
  - *Transitioning to Workday Learning after Go-Live*
- Workday Resources Website



**SEP 2023**
Training Strategy & Framework

**FEB 2024**
Training Needs Assessment

**MAR 2024**
Training Plan Finalized

**APR 2024**
Training Design & Development

**SEP 2024**
User Experience Sessions

**NOV 2024**
Training Begins

**DEC 2024**
HCM/FIN Go-Live

**JAN 2025**
Post-Production Support