CITY OF BALTIMORE

Workday Implementation Training

& Sustainable Knowledge Strategy

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Lead, Organizational Change Management, Workday Project

Trainers / instructors / Support

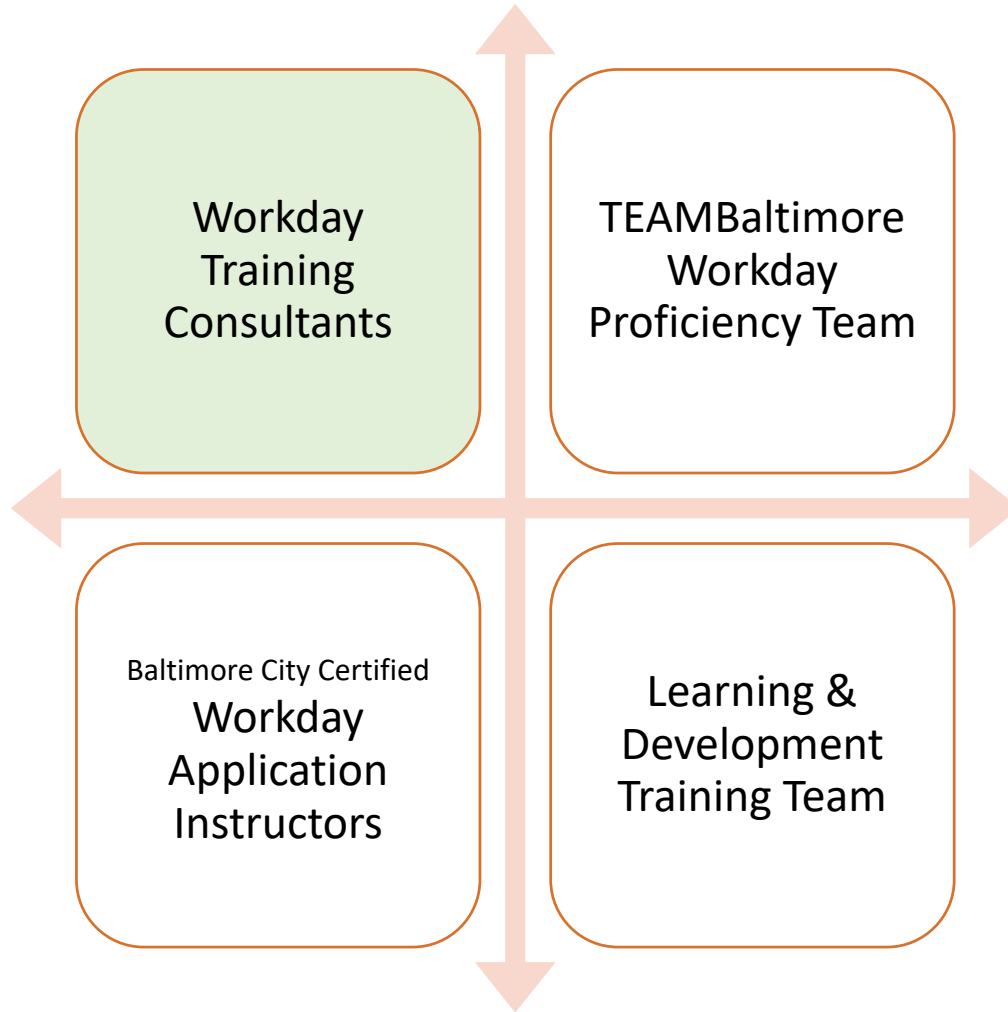| Workday Training Consultants	TEAMBaltimore Workday Proficiency Team	COB Certified Workday Application Instructors	COB Learning & Development Team	Workday Help Desk
Workday Implementation and Training Expertise	Project Functional Area Team Leads Project SMEs (Subject Matter Experts)	ARCs HR Community Managers/Supervisors	COB Training Team	COB Designated Personnel

Workday Implementation Training

Workday
Training
Consultants

TEAMBaltimore
Workday
Proficiency Team

Baltimore City Certified
Workday
Application
Instructors

Learning &
Development
Training Team

TURN
KNOWLEDGE
INTO ACTION

workday. | **TEAM**Baltimore
Transforming • Engaging • Automating • Modernizing

Sustainable Knowledge Strategy

Baltimore City Certified
Workday Application Instructors

TEAMBaltimore Workday Proficiency Team

Learning & Development Training Team

Workday Help Desk
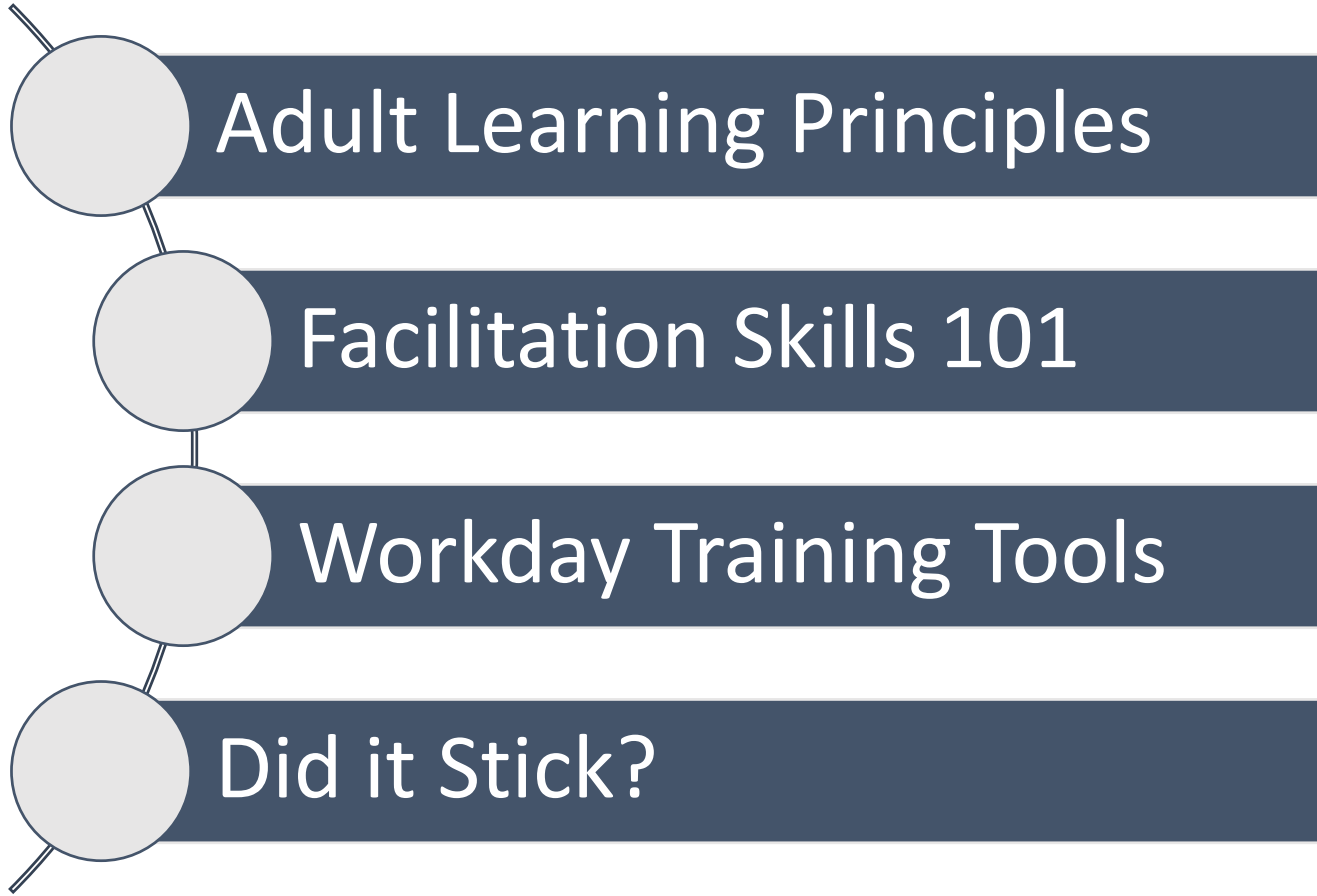
Train-the-Trainer Presentation Skills Workshop

Ensure that all trainers and content developers meet the Learning & Development IACET standards of operation.

Adult Learning Principles

Facilitation Skills 101

Workday Training Tools

Did it Stick?

Baltimore City Certified

Multi-Level knowledge Initiatives

TEAMBaltimore Workday Proficiency Team

Super Users

Human Resources Community

Agency Leadership

Managers/Supervisors

Designated Time/Absence Mgmt. Personnel

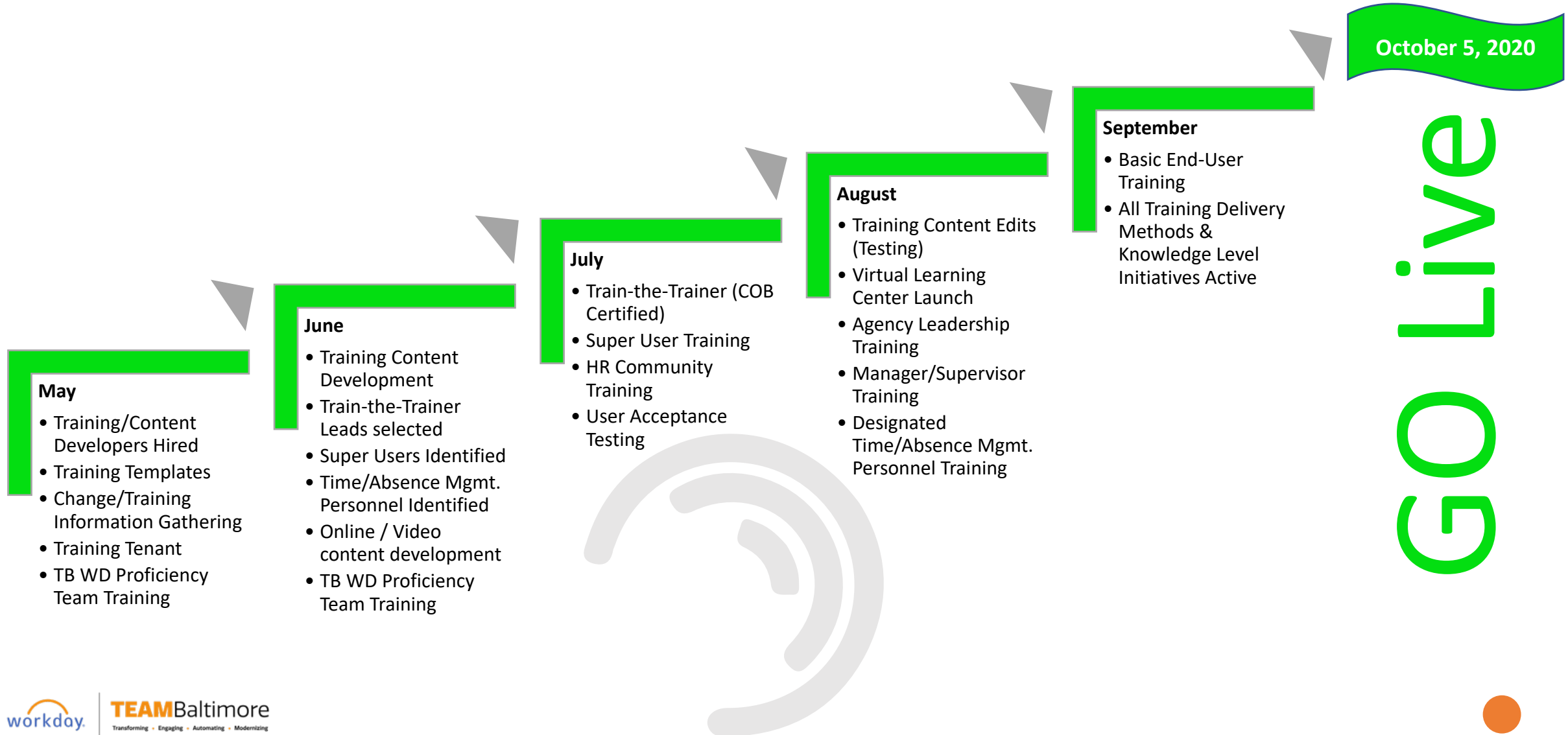Basic End-Users

Knowledge/Training Delivery Methods

- Train-the-Trainer Groups (Role/Application Specific)

- Virtual Classroom (Instructor-Led)

- eLearning (Self-Paced Online)

- Webinars (Live & Recorded)

- Online Video Series

TRAINING CONTENT

- Job Aids
- Reference Guides
- Quick Glance Cards
- Videos
- Bitable Refreshers
- Data Sheets
- Guidance Documents

WORKDAY PHASE I TRAINING TIMELINE

October 5, 2020

GO Live

September
- Basic End-User Training
- All Training Delivery Methods & Knowledge Level Initiatives Active

August
- Training Content Edits (Testing)
- Virtual Learning Center Launch
- Agency Leadership Training
- Manager/Supervisor Training
- Designated Time/Absence Mgmt. Personnel Training

July
- Train-the-Trainer (COB Certified)
- Super User Training
- HR Community Training
- User Acceptance Testing

June
- Training Content Development
- Train-the-Trainer Leads selected
- Super Users Identified
- Time/Absence Mgmt. Personnel Identified
- Online / Video content development
- TB WD Proficiency Team Training

May
- Training/Content Developers Hired
- Training Templates
- Change/Training Information Gathering
- Training Tenant
- TB WD Proficiency Team Training

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QUESTIONS?

If you have questions about Workday training for City of Baltimore employees, please send us a message through workday@baltimorecity.gov.