



## Workday Education: Adoption Kit

End-user adoption is critical to the success of any newly deployed cloud application. An important part of this success is to build, grow and foster your self-service user base. That's where Workday comes in. Our intuitive interface, along with our Adoption Kit, helps accelerate the use of your organization's self-service features and functionality—ultimately contributing to a successful Workday rollout. The Adoption Kit includes just-in-time support materials for common employee, manager, and recruiter tasks in addition to a wide range of templates and assets to help you maximize everything that Workday has to offer.

### Adoption Kit Contents

**Job Aids:** Step-by-step instructions for common self-service tasks, including screenshots and detailed guidance.

**Videos:** 2-5 minute demonstrations of common employee, manager, and recruiter tasks. Each video can be used as is or can be customized.

**Video Scripts:** Includes audio transcriptions, live capture instructions, and annotations to make it easier to customize the videos.

**Facilitator Guides:** Templates for instructor-led sessions, which can also be repurposed as user guides.

**Communication Materials:** Templates to promote awareness of Workday and its value within your organization.

**Quick Start for Training Coordinators:** Includes tools and resources to help you get started with the Adoption Kit (e.g. how to use the content and deploy it, use cases, tips and tricks, and lessons learned). In addition, an Update Guide detailing any changes made within the content is provided with each Workday release.

### Developed, Updated, and Maintained by Workday

Our experts spend hundreds of hours updating and maintaining the Adoption Kit each Workday release, significantly reducing the time your team spends maintaining the content. In addition, the Workday team develops fresh content to help you take advantage of new features as they become available.

### Tailor and Deploy

You can download and customize all Adoption Kit content as needed and deliver it as you see fit. Instructions are provided on how to link the content within Workday, so users have access when needed.

### Access

The Adoption Kit content is downloadable via an online content repository. You simply designate a Training Coordinator as your organization's point of contact with Workday Education. The Training Coordinator can submit a case through Workday's Customer Center to add additional Adoption Kit administrators as needed.

### More Information

To learn more, check out our Adoption Kit Community page: <https://community.workday.com/ak>.



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