

Implementation Plan – Part I

Checklist to design your program

Stores and Users Registrations

- ☐ **1. Register all your locations**
 - ☐ a. Layout your organization hierarchy.
 - ☐ b. Send us the completed Store Registration form.
- ✓ **2. Select your team**
 - ✓ a. Decision Makers (influencers):
 - ✓ b. Administrators (program vision and execution):
 - ☐ c. Coordinators (support):
 - ☐ d. Mentors (on-the-job learning support):
- ☐ **3. Engage Managers and Supervisors**
 - ✓ a. Invite them to participate in the process, explain the training rationale
 - b. Explain their role and responsibilities in their team learning journey
 - c. Create specialized teams,(ie meat dept, front-end, office, management, etc.) to consult and make training recommendations in their areas of expertise.
 - d. Start with a review and update of their team's Job Descriptions.
 - e. Discuss their team's knowledge/skills/behavior gaps (current and future)
 - f. ID their team's training needs and apply them to your plan.
 - g. Task them with course selection for their areas ([use the course catalog pdf](#))
- ☐ **4. User Registration**
 - ☐ a. Review required vs optional profile info ([use user registration form](#))
 - ☐ b. Decide what triggers a user registration: upon hiring, onboarding session, first-day.
 - ☐ c. Define a login format
 - Username ie Blake-jsmith23
 - Password ie BlakeLearning

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- ☐ d. Registration Communication Strategy: how will your team members will be informed about their registration in the program:
Email / Flyer / Supervisor or HR
- ☐ e. Registrations will be done manually or via an User Mass Upload ([download Getting Started – Administrator pdf](#))

Course Selection - Learning Plans

- ☐ 1. Define your goals and needs for the 4 main areas. Enlist the areas specialists.
 - ☐ a. Onboarding (HR + Leadership)
 - ☐ b. Compliance (HR + Safety/Compliance Specialist)
 - ☐ c. Departments & Positions (Managers and Supervisors)
 - ☐ d. Supervisor & Management (HR + Leadership)
- ☐ 2. Inventory your current training
- ☐ 3. Update Job Descriptions (knowledge / skills / behaviors) Templates available in the [Getting Started – Administrators – Job Descriptions course](#)
- ☐ 4. Talk to or even better survey New Hires, Associates, Supervisors, and Managers. We can help with the survey, we create and provide a QR code for your team.
- ☐ 5. Propose online course selections for onboarding, compliance, dept. and mgt.
- ☐ 6. Finalize Learning Plans (electronically or paper)
 - ☐ a. In the LMS – need the Learning Plans upgrade.
 - ☐ b. On paper – you can download templates from the Resource Center [Marketing Materials section](#).
 - ✓ ☐ c. Chose and post the appropriate Job Aids to support and reinforce behaviors. Find the job aids on the [Learning Materials](#) on the Resource Center.

Training Logistics: When?

- ☐ 1. **When** will they train? What will be your policy?
- ☐ 2. How will they be compensated for their training time?
- ☐ 3. How will their training time will be tracked?
- ☐ 4. What are your local laws regarding training time and compensation?

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- ☐ **5.** How much time are we budgeting annually for training and development? (revise your learning plans to meet the training hrs available.)
- ☐ **6.** Who is responsible for assigning training time?

Training Logistics: Equipment and Where?

- ☐ **1. Where** will they train?
- ☐ **2.** What equipment will they use?
 - ☐ **a.** desktop
 - ☐ **b.** laptop
 - ☐ **c.** tablet
 - ☐ **d.** smart phone (mobile app Go.Learn)
- ☐ **3.** Who will reserve the time, room and/or equipment?
- ☐ **4.** Make sure all participants will access the program using an updated version of **Google Chrome** browser ([Download/Update Google Chrome](#)) This will ensure the program runs correctly.
- ☐ **5.** Audio – courses have audio. To ensure maximum concentration and reduce distraction they should use:
 - ☐ **a.** headset
 - ☐ **b.** speakers
 - ☐ **c.** earbuds
- ☐ **6.** Review the platform [system requirements](#).
- ☐ **7.** Which additional materials/resources will the students need at the training location (manuals, job/aids, instructions, pen/paper.)