Human Resource Management System

Workday Job Aid
Learning Overview

This Job Aid describes the importance of Workday Learning and some of the key features of the tool.

- 🔵 Employees
- ⚪ People Managers
- ⚪ Human Resources

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1. Learning Overview for Employees

Workday Learning offers the County employee the opportunity to take control of their own educational experience for both personal and professional development. By setting individualized preferences within the tool, the employee will be served up relevant content that applies to their current role or prepares them for future career aspirations.

Workday Learning follows the Netflix model of tracking an employee's interests and will make recommendations based on that. It will also highlight the most popular as well as recently added trainings. One can also easily review course offerings with search functionality based on topics of interest. All of this adds up to an environment that is familiar to use and makes learning easy.

Each employee is provided with a personalized transcript that lists the courses they are both registered for and enrolled in. In this area, the employee will also find direct access to those courses. In most situations, the courses are available from a computer's browser or on a mobile device.

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2. Learning Overview for Managers

Maintaining and enhancing the skills of your team is critical in this day and age. With Workday Learning that just got a whole lot easier. With this tool, a manager can guide their employee's development by providing them with learning opportunities that correlate to their career goals or improve an area that was brought to light from a recent performance evaluation.

As managers, you can associate learning objectives with employee milestones in Workday. For example, you might weave specific content into the onboarding process, check available learning opportunities when setting goals, or recommend courses when an employee changes jobs or gets promoted. Learning becomes an integral part of employee engagement and contributes to skill development and workforce flexibility.

Workday Learning provides managers with metrics that provide comprehensive insight into the activity and effectiveness of the learning programs developed for your team. Reports and dashboards reflect activity or outcomes in Workday Learning and can correlate training activity with any other data across Workday to reveal trends and opportunities.

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3. Learning Overview for HR

Workday Learning ignites curiosity and sharing by revealing the wealth of available content to each employee. When viewers rate, share, and collaborate, learning can become viral within your organization. Your employees can create and share their lessons while you maintain as much or as little control over the content as you like.

Combine video, instructor-led training, webinars, documents, or standards-based eLearning (SCORM, AICC) to create blended courses that offer dynamic, relevant instruction. Track course views, completions, and survey results to support certification and compliance initiatives.

Tie learning into the different employee touchpoints that occur throughout the employee lifecycle. Some of these include onboarding, performance evaluation, and promotion.

With access to all Workday data, you can create campaigns that deliver relevant content based on worker characteristics or actions. Whether assigning your service organization a required training component or introducing new managers to leadership techniques, you can now deliver the right content to individuals in a relevant, timely way. You can then leverage analytics from those campaigns to provide detailed insight into the effectiveness of the communication.

With Workday Learning the members of your organization will be able to keep their skills relevant and the concept of training and learning will become a staple of the culture.

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4. Learning Content Structure and Terminology

Workday Learning is a robust Learning Management System (LMS) that provides staff with the means to find and manage their training interests.

Courses are defined in Workday as either being a **Digital** course or a **Blended** course.

- **Digital course** - Any web-based training that can be taken at any time (On-Demand).
- **Blended course** – Training that takes place at a specific time and location. It is often instructor-led and takes place in either a classroom or via a webinar.

Associated with most courses you will find training materials such as documents, presentations, and/or videos.

Attributes are assigned to each course to allow them to be found via a variety of search arguments. The search arguments available are:

- **Access Type** – This identifies courses that require approved enrollment or can be taken On-Demand.
- **Content Provider** – Find courses whose source of the training material is provided by a specific source (e.g. Internal, Skillsoft, etc.).
- **Course Offering Instructors** - Find courses taught by a specific instructor.
- **Course Offering Locations** – Find courses that are taught at a specific location.
- **Created by Worker** – Find courses that were created by a County Employee.
- **Skill Worker** – Find courses that require a specific skill level to take them (e.g. Beginner, Intermediate, Advanced).
- **Skills** – Find courses that develop a specific skill within the person taking it.

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- **Topic** – Find courses that are categorized by one of the main County specific topics:
  - Orientation/Onboarding
  - Health & Wellness
  - Diversity & Sensitivity
  - Communication Skills
  - Management & Supervision
  - Professional Development
  - Leadership
  - Information Technology
  - Office Skills
  - Compliance

- **Type** - This describes the format the course is delivered in.
  - Blended Course – Instructor-led course
  - Digital Course – Course content is delivered electronically

While scanning through the training options available in Workday Learning you may come across courses that interest you, but you are unable to take them at that time. To keep track of those courses Workday created the **Learning Path**. With this feature, you can group courses of interest and get back to them when time permits.

Workday Learning is your one-stop-shop for all of your training needs. Whether you are looking to learn a new skill, brush on an existing one, or share your knowledge with others, Learning is the place to start.

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Change Log				
Revision Number	**Date of Change**	**Affected Lesson**	**Action**	**Initials**
1.1.1.1	09/15/2021		Log Created	RK

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