Adoption Kit

End-user adoption is critical to the success of any newly deployed cloud application. With the Adoption Kit, you can accelerate the use of self-service features and functionality within Workday. Its just-in-time support materials for common employee and manager self-service tasks can help contribute to a streamlined and successful adoption of Workday across your organization.

Developed, Updated, and Maintained by Workday

Our experts spend hundreds of hours updating and maintaining the Adoption Kit with each Workday release, significantly reducing the time your team spends maintaining the content. In addition, the Workday team develops content to help you take advantage of new functionality as it becomes 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.

Access

The Adoption Kit content is available to download from an online content platform. To start, designate a Training Coordinator as your organization's point of contact with Workday Education. The Training Coordinator can then use the Workday Customer Center to add up to four additional Adoption Kit administrators as needed.

Full Spectrum of Learning Options

We offer a variety of learning delivery options ranging from independent, self-paced offerings to traditional in-class training. Learn more about Workday Education Services.

Adoption Kit Contents

Job aids: step-by-step instructions for common employee and manager self-service tasks

Videos: two- to five-minute overview videos demonstrating common employee and manager tasks

Video scripts: audio transcripts, live capture instructions, and annotations to help you customize and translate the videos within the Adoption Kit

Webinar guides: classroom materials for virtual and in-person training on specific product areas to help you leverage other Adoption Kit resources

Communication materials: templates to promote awareness of Workday and its value within your organization

Release guide: summary of changes made between Workday releases organized in a spreadsheet catalog

Quick start: resources to help with the rollout of the Adoption Kit, change management, and Workday update

WORKDAY EDUCATION OFFERINGS	DESCRIPTION
Learn In-Person	This traditional instructor-led in-classroom training prepares students to meet their job requirements. It combines lectures, social learning, product demonstrations, and hands-on activities.
Learn Remote	Learn Remote offers instructor-led training delivered online. In-person and remote students are combined into a single class, providing the same real-time collaboration, instructor interaction, and learning benefits for both groups. There is no travel needed, which saves you time and money.
Learn Virtual	Our virtual classroom offers the advantages of live instructors without the expense and time associated with travel. Students connect to our training environment and participate remotely, complete hands-on activities, and interact with instructors and other students.
Learn Independent	Workday offers customers training flexibility with Learn Independent. Students can learn online from anywhere, anytime, and at their own pace with a combination of videos, interactive activities, job aids, and quizzes. Start times begin when it is most convenient for students, and they will retain access to course material indefinitely as long as their Learning Center account remains active.
Learn On-Demand	Students complete short, topic-specific videos and job aids at their own pace with Learn On-Demand. This training supplements instructor-led offerings and provides students with immediate access to specific course-content in real time. This content often serves as refresher material on specific topics learned in instructor-led courses.
Workday Pro	Workday Pro is our highest level of customer accreditation. It is designed for individuals who want to acquire deep expertise in Workday. This program trains our Workday Pros to deliver a similar level of value as an external Workday-certified consultant. This accreditation program consists of a number of tracks, each with relevant courses, plus an online test. Accredited Workday Pros receive membership in the private Community group, full access to the Workday Touchpoints Kit, and update training with each new Workday release—all for no additional cost.
Adoption Kit	The Adoption Kit helps accelerate the development of end-user training and use of self-service features and functionality, ultimately contributing to a successful Workday rollout. It includes a combination of videos and job aids for common employee and manager self-service tasks, as well as graphic assets, facilitation guides, and marketing materials. Training teams can use these materials as-is or customize content to meet unique organizational needs.
Workday Touchpoints Kit	The Workday Touchpoints Kit is a collection of diagrams, heat maps, and organizational details that illustrate the connection points across all product areas within the Workday suite. These tools can be used by customers and consultants alike, with the end goal of maximizing the Workday application.

workday.