End-user adoption is critical to the success of any newly deployed cloud application. The Workday Adoption Kit helps accelerate the use of self-service features and functionality within Workday—ultimately contributing to the success of Workday within your organization. It includes just-in-time support materials for common employee, manager, and recruiter tasks.

**Adoption Kit Contents**

- **Job aids**: step-by-step instructions for common self-service tasks, including screenshots and detailed guidance
- **Videos**: two- to five-minute videos demonstrating common employee, manager, and recruiter tasks
- **Video scripts**: audio transcripts, live capture instructions, and annotations to help customize the videos
- **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
- **Quick start**: resources to help with the rollout of the Adoption Kit, change management, and Workday updates; includes a Release Guide with all Adoption Kit content and training impacts

**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 submit a case through the Workday Customer Center to add up to four additional Adoption Kit administrators as needed.

**More Information**

To learn more, check out our Adoption Kit Community page: [https://community.workday.com/ak](https://community.workday.com/ak).
<table>
<thead>
<tr>
<th>Workday Education Offerings</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Workday Touchpoints Kit</strong></td>
<td>The Workday Touchpoints Kit is a collection of diagrams, heat maps, and organizational details to help consultants and customers understand where product touchpoints exist to aid in design considerations.</td>
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<tr>
<td><strong>Learn In-Person</strong></td>
<td>This instructor-led, in-classroom training prepares students to meet their Workday requirement. It combines lectures, social learning, product demonstrations, and hands-on activities.</td>
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<tr>
<td><strong>Learn Virtual</strong></td>
<td>Our Virtual Classroom offers the advantages of live instructors without the expense and time associated with travel. Students connect remotely to the Workday training environment to complete hands-on activities and interact with the instructor and other students as well.</td>
</tr>
<tr>
<td><strong>Learn On-Demand</strong></td>
<td>Students can complete short, topic-specific videos and job aids at their own pace. Learn On-Demand training supplements instructor-led offerings and provides students with immediate access to specific courses.</td>
</tr>
<tr>
<td><strong>Learn Independent</strong></td>
<td>This learning experience combines videos, interactive exercises, quizzes, and tests into a comprehensive, online learning curriculum that students can complete at their own pace. Students also experience hands-on activities in a Workday tenant.</td>
</tr>
<tr>
<td><strong>Adoption Kit</strong></td>
<td>This collection of templates and resources accelerates student training and your Workday rollout. It includes a combination of videos and job aids, as well as facilitation and marketing materials. All content can be tailored to your needs, or used as is.</td>
</tr>
</tbody>
</table>
| **Workday Pro** | Workday Pro is our customer accreditation program that consists of several tracks, each with relevant courses plus a written test.  
**Benefits to your organization include:**  
- Greater confidence in employees’ abilities to deliver similar levels of value as an external consultant  
- Lower total cost of ownership  
- Faster time to value  
- Access to the Workday Touchpoints Kit along with concise training at no additional charge  
**Benefits to the student include:**  
- Increased self-sufficiency with their Workday tenant  
- Enhanced ability to maintain the Workday system  
- Deeper understanding of current and new releases from access to twice yearly update training videos  
- Ability to extend functionality and value independently  
- Recognition of having met a generally accepted level of Workday understanding and skill |