

## SAMPLE MEMBER IMPLEMENTATION PLAN

*A “cascade” approach is recommended for implementation.*

PHASE ONE		
STEP	ACTION	STAFF
System Requirements	<p>See page 5 of the Getting Started Guide.</p> <p>An extensive list is available through the “Help” section online.</p> <p>To ensure users receive notifications generated from the Learning Center, IT should consider whitelisting the following domains gm1.geolearning.com*, sb1.geolearning.com*.</p>	IT & Entity Admins
Administrative Training	<p>Entity admins should learn the system first, as they will be the go-to person for questions.</p> <p>Several introduction courses are available through the learning center:</p> <ul style="list-style-type: none"> <li>▪ Overview of CIS Learning Center</li> <li>▪ CIS Online Learning – Admin Intro</li> <li>▪ CIS Online Learning – Catalog &amp; Content</li> <li>▪ CIS Online Learning – Assignments</li> <li>▪ CIS Online Learning – Adding Content or Policies</li> <li>▪ CIS Online Learning – Notifications</li> <li>▪ CIS Online Learning – Approval Manager</li> <li>▪ CIS Online Learning – Implementation Planning</li> </ul> <p>Some content of the admin tutorials pertains to the role of the CIS System Administrator and the CIS IT staff.</p> <p>The admin training can be short and simple, or lengthy and complex, depending upon the features of the system you are interested in.</p>	Entity Admins

Training Policy	<p>If you have a training policy in place, we recommend reviewing the policy and any language in place regarding the use of the online learning system during non-work hours. You may need some additional verbiage to include an approval process, or some parameters.</p> <p>For example: An employee must have permission to take an online course during non-work hours in order to be paid for their time.</p> <p>Check with your CIS Risk Management Consultant if you have any questions.</p>	HR, Entity Admins
<b>PHASE TWO</b>		
<b>STEP</b>	<b>ACTION</b>	<b>STAFF</b>
Roll-Out to Supervisors	<p>Engage supervisors in preparing and planning for the implementation to line staff. Have supervisors familiarize themselves with the online system and assist with the roll out process to line staff. Have supervisors update the learning system with new employees and remove departing employees.</p> <p>Define roles for supervisors to include the ability to:</p> <ul style="list-style-type: none"> <li>▪ Define training requirements and course assignments (group and individual).</li> <li>▪ Develop learning plans.</li> <li>▪ Link training assignments with performance evaluations.</li> </ul> <p>Training supervisors before line staff provides the supervisors with the opportunity to lead the implementation process.</p> <p>Some of the courses listed in the previous Entity Admin section covers content beneficial to supervisors/leaders, depending upon their role. For example: learning activities, learning plans, assigning training and documents, approvals, notifications, and reports.</p>	Department Heads, Managers, Supervisors, Training Coordinators

PHASE THREE		
STEP	ACTION	STAFF
Line Staff Roll-Out	<p>The following resources are available for the employee-user (aka Learners) roll-out:</p> <ul style="list-style-type: none"> <li>▪ Getting Started Guide</li> <li>▪ End-user Tutorial (7 min)</li> <li>▪ CIS Online Learning In-depth Overview for Learners (45 min)</li> </ul> <p>The depth of information to review with line staff will depend upon the features of the learning center your organization has chosen to implement. For example if staff will be required to submit a “Request for Approval” for any training.</p>	All Employees

Questions? Contact Mary Meyer, CIS Training Manager 503-763-3815