

# #Concept



# Learning Projects

# Learning Project for UKG Pro Time System & Time Clock

## Project Overview



**Opportunity:** Develop and implement training for the new UKG Pro Time System and Time Clock for global employees.

**Solution:** Design and produce user-friendly learning guides and concise video tutorials for easy on-demand access.

**Target Audience:** Global employees and contractors

### Results:

- Developed 14 Quick Reference Guides
- Designed one promotional video
- Created two learning videos

## Software & Tools Used

- Microsoft Office Suite
- Adobe Creative Suite
- Camtasia

## Deliverables



### Promo Videos:

- Basic Navigation of the TIME System

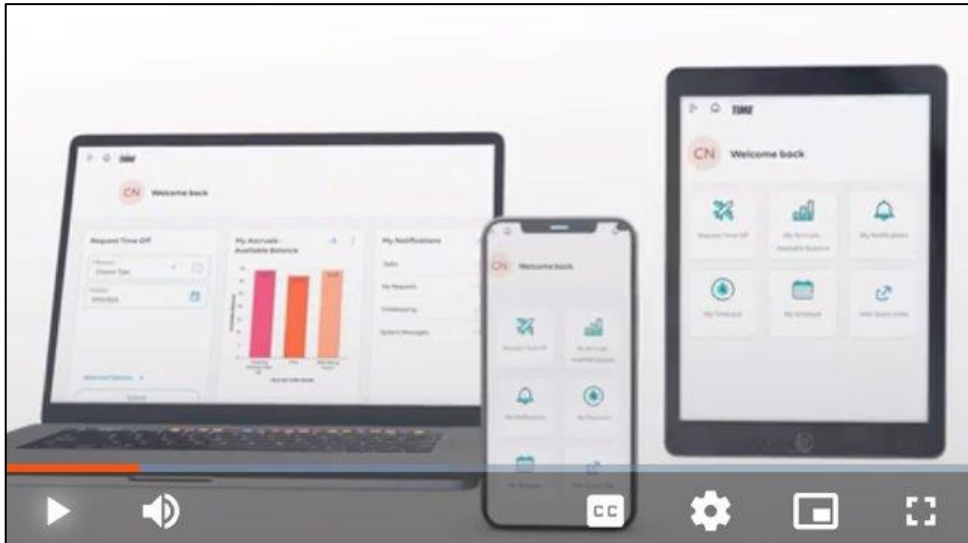
### Learning Videos:

- Time Clock
- Time Clock Attestation

### Quick Reference Guides (QRGs):

- Basic Navigation Guide
- Download Mobile Time App Guide
- My Timecard Guide
- My Notifications Guide
- Manage Timecards Guide
- Manage Schedules Guide
- Submit & Cancel Time Off Requests Guide
- Manage Time Reports Guide
- Punches In/Out at Time Clock.
- Shift In/Out Time Clock
- Punches in the Time System
- Manage Delegation
- Manage Employee Requests & Notifications
- Unplanned Store Closure - Retail

# Sample Work of UKG Pro TIME Learning Videos & QRGs



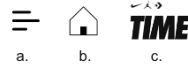
## Basic Navigation

### Accessing the Time System

Go to the NIKE HR website homepage, select the Time system icon, or go to [time.nike.com](http://time.nike.com). Your single-sign-on credentials are needed to login.

### Home Page Navigation

1. On the top left corner of the homepage, there are three icons.



- a. **Main menu bar** (three lines) opens a quick menu to review your reports, schedule, and timecard.
- b. and c. **Home icon** or **TIME logo** will return you to the app home page.

2. On the top right corner of the system home page, is a row of icons.



- a. **Magnifying glass** icon: Only available to managers and admins. Search for NIKE employees to access their timecard, schedule, or profile.
- b. **Question mark** icon: Contains in-system help guides and videos.
- c. **Bell** icon: Provides access to system alerts in the Control Center. Displays same information as the My Notifications tile.

## Punch In/Out at the Time Clock

### Time Clock (InTouch DX) Overview



# Learning Project for Workday Learning, Performance & Talent

## Project Overview



**Opportunity:** Develop and implement training for Workday Learning, Performance Excellence, Talent Segmentation & Succession Planning.

**Solution:** Design updated eLearning courses. Courses developed in Articulate Rise, accompanied with video tutorials, and Quick Reference Guides (QRGs) then published and made available on Learning Management System (LMS). Translated in 15 languages.

**Target Audience:** Global employees and contractors

### Results:

- Developed 1 hype video, 12 eLearning courses, 5 guide books, 5 VILT/ILT, and 23 QRGs

## Software & Tools Used

- Articulate Rise
- Articulate Storyline
- Vyond Animation
- Adobe Creative Suite

## Deliverables



### eLearning Courses:

- Navigating Workday Learning
- Workday Learning for People Managers
- Workday Learning for Instructors
- Mid-Year Reviews for Firstline
- Year-End Reviews Firstline
- Year-End Reviews Corporate
- Quarterly Check-ins
- Talent Profile and Talent Card
- Feedback for Corporate
- Feedback for Firstline
- Goal-setting for Corporate
- Goal-setting for Firstline

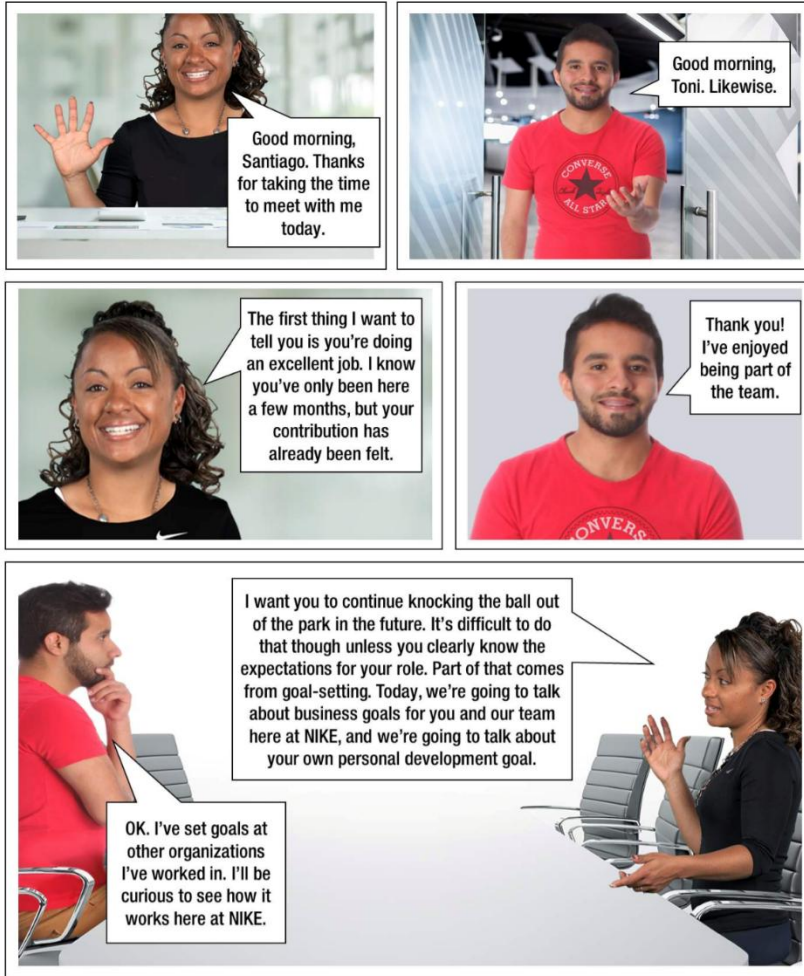
### Promo Videos:

- Performance Excellence for Corporate Employees

### Virtual Instructor-Led Course (VILT):

- Workday Learning for Learning Administrators

# Sample Work of Rise Course, Guidebook & QRG



Good morning, Santiago. Thanks for taking the time to meet with me today.

Good morning, Toni. Likewise.

The first thing I want to tell you is you're doing an excellent job. I know you've only been here a few months, but your contribution has already been felt.

Thank you! I've enjoyed being part of the team.

I want you to continue knocking the ball out of the park in the future. It's difficult to do that though unless you clearly know the expectations for your role. Part of that comes from goal-setting. Today, we're going to talk about business goals for you and our team here at NIKE, and we're going to talk about your own personal development goal.

OK. I've set goals at other organizations I've worked in. I'll be curious to see how it works here at NIKE.



## PERFORMANCE EXCELLENCE PLAYBOOK FOR FIRSTLINE MANAGERS

### How To Use This Playbook

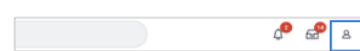
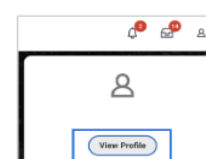
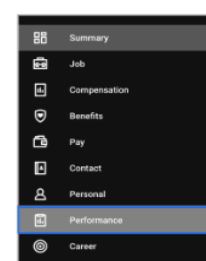
As a Firstline people manager, we want to make sure you have all relevant information on Performance Excellence at NIKE, Inc. This playbook will outline the expectations of you as a people manager driving performance; key skills you will need to demonstrate, and guidance on how to facilitate performance with your team. Use this playbook to strengthen your ability to facilitate Performance Excellence by referencing tips, best practice, examples, and step-by-step guidance.

### Quick Reference Guide

## Set and Update Development Goals

#### Set Your Development Goal

- Go to Workday.
- Select the profile icon in the upper right corner.
- Select the "View Profile" button.
- Select "Performance" from the left menu.
- Go to the "Development Items" tab, select the "Add" button to create a development goal.
- Complete the "Development Item", "Additional Information", "Relates To", and "Status" fields.
- When you are finished entering content, select the checkmark to save your goal or "Add" button to add more.

Business Goals **Development Items**

Add

Development Item \*

A summary statement of your individual development goal.

Additional Information

Format B I U A

Capture what you want to achieve, and/or actions you will take to achieve your goal.

Relates To

Select the Leadership Defined competency that best relates to your goal.

Status \*

Select the status. Update throughout the year as the status changes.

# Learning Project for Custom Training Content

## Project Overview



**Opportunity:** Update eLearning courses to align with Learning Governance and provide higher quality training.

**Solution:** Developed eLearning courses utilizing Learning Governance tools. Courses designed in Articulate Rise, accompanied with video tutorials, then published and made available on Learning Management System (LMS).

**Target Audience:** Employees and Contractors

### Results:

- Developed eLearning modules within 6-12 week time frame
- Created eight training courses (5 e-learning, 3 VILTs)
- Approval rating of 96% on High-Performing Teams Workshop

## Software & Tools Used

- Articulate Rise
- Articulate Storyline
- Vyond
- Adobe Creative Suite

## Deliverables



### eLearning Courses:

- Integrated Ways of Working (Remote, Onsite, & Hybrid)
- Integrated Ways of Working for Starters
- Objectives & Key Results (OKRs) Basic Overview
- Jira Essentials
- Confluence Essentials
- Automation for Jira (A4J): Enterprise Measurability
- Vendor Management in Global Technology
- Introduction to Cloud

### Promo Videos:

- Jira Essentials Promo
- Confluence Essentials Promo
- High Performing Teams Promo

### Virtual Instructor-Led Course (VILT):

- High Performing Teams Workshop
  - Module 1: Communication Styles
  - Module 2: Building Trust
  - Module 3: Difficult Conversations

### Degreed Learning Pathways Created:

- Amazon Web Services (AWS)
- Azure Labs

# Sample Work of Articulate Rise, Presentation, & Guides

The screenshot shows a course interface with a blue sidebar on the left. The sidebar has a search icon, a hamburger menu, and the course title 'Vendor Management in Global Tech' with a '33% COMPLETE' indicator. Below the title is a list of course sections: 'Working with a Vendor Manager' (checked), 'The Vendor Management Process' (checked), 'How Long Does the Process Take?' (checked), 'Sourcing ETWs' (unchecked), 'Contracts' (unchecked), 'Payments and Budgeting' (unchecked), and 'Ethical Interactions with Outside Vendors' (unchecked). The main content area shows a video player with a scene of two women sitting at a table in a Nike store, with a 'LEBRON UNIFORM' sneaker on display. The video player has a progress bar at 0:29 and playback controls.

The screenshot shows the 'STARTING LINE' page of the iWoW course. It features a navigation bar at the top with tabs for 'iWoW Introduction', 'Collaborating with Distributed Teams', 'Design Thinking Essentials', and 'Closing'. The main content area is a purple and white grid with four numbered sections:
 

- 1 For each Learning Topic, you will have:**
  - Learning Summaries**: key objectives and summary of the learning taken.
- 2 Journey Actions and Notes**: personal notes collected while you attend learning.
- 3 Alternative Scenarios**: examples of other ways these principles have been applied.
- 4 Checkpoints**: space to recall key learning topics, terms, or concepts.

 On the right side, there are two sections:
 

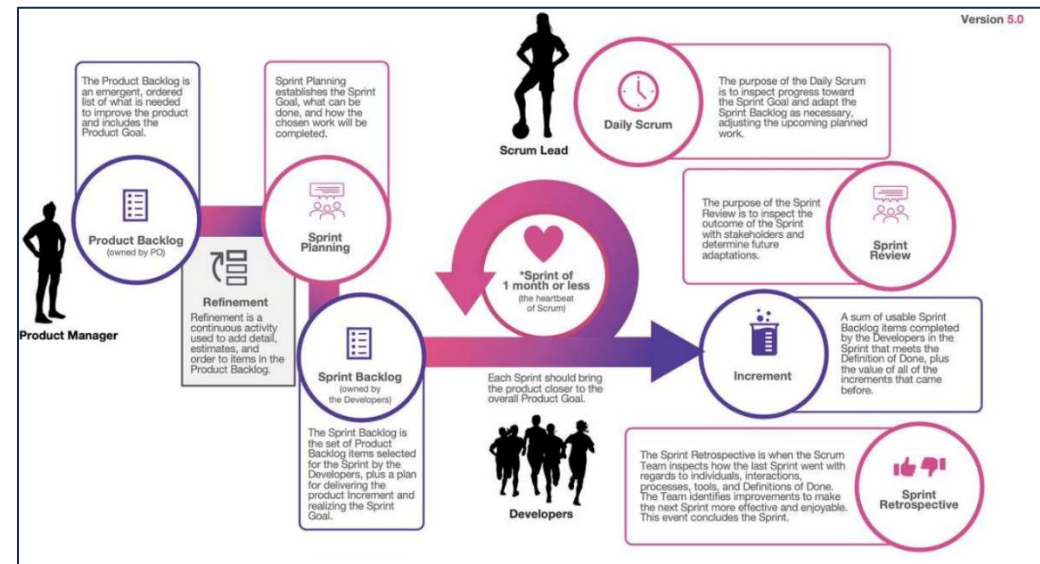
- For each Hydration Station, you will have:**
  - Reflection Moments**: captured thoughts on your reflection back on the learning topics in this leg. (Accompanied by a silhouette of a person drinking from a water bottle).
  - To return to the iWoW website and continue the learning journey... (Accompanied by a Nike sneaker icon).

## We All Have Different Approaches When...

The grid contains six images with captions:
 

- Working in Groups**: A group of four people cheering and celebrating.
- Planning**: Hands holding a pen and pointing at a document.
- Being Motivated**: A woman flexing her muscles.
- Taking Risks**: A person running on a rocky ledge at sunset.
- Managing Time**: A hand holding a compass over a road.
- Making Decisions**: A person looking at a laptop screen.

Communication Styles



# High Performing Teams Course Evaluation Feedback

I really enjoyed the breakout sessions and how engaged everyone was. I learned a lot and could relate with them. Class was kept at a great pace. A lot of great questions were raised and others on the call gave some excellent advice.

The range of exercises and questions. We attended the training with several people in the same room (even though it was a virtual session) which really added to the interactivity of the training and I would highly recommend the live version.

Structure, inter-activity, real life examples trainer, encouraging trainer, interactivity on screen, break outs with people I did not know yet, learning and trying, really loved the methodology SOLVE for difficult conversations (going to use this in a workshop), really like hands on training, gained a lot of insights within the communication styles (wasn't aware of my communication style) but the longer the more clear it became that it was indeed correct.

It was thought-provoking, and helped me to take a moment to think about the way I communicate with my team, my peers, and my partners.

Although we communicate with our team everyday there are some crucial situations where we need to think a lot before giving our opinions. This training gave some awesome tips to manage the conflicts which will be helpful while dealing with such crucial situations.

Overall was very good, thank you very much for organizing, love to have more of those!

Tactical tools that I can apply immediately

# Job Family Training Project

## Project Overview



**Opportunity:** Provide content provide training to different job families using Degreed and Pluralsight.

**Solution:** Utilized framework of the identified job families that contained four competencies, correlating skills and three levels of proficiency (beginner, intermediate, advanced) to identify courses, learning paths, and skill IQ testing within content provider for learners to take and increase their knowledge and skill level.

**Target Audience:** Technology Employees

### Results:

- Established a process and implemented first set of job families

## Deliverables



### Process Established:

1. Established mock channel of how training would be set up with the Competency/Skill/Proficiency
2. Identified corresponding courses, Paths, and skill IQ testing in Pluralsight and vetted in spreadsheet for verification and alignment
3. Built three Job Family Channel's in Pluralsight to link from our website (other four job families pending approval)

### Job Family Training:

- Technology Product Management
- Vendor Management
- Business System Analysis
- Dev Ops
- Cyber Defense
- Infrastructure Engineering
- Software Engineering

# Sample Work – Creating Learning Paths in Degreed

**AWS Cloud-Based Labs**  
6 Items · 2 Sections · 3 hours · 19 minutes

0%

Expand your reach with on-demand skill development in emerging technologies with Cloud training and certification pathways.

Collaborators: [Avatar 1] [Avatar 2] [Avatar 3] [Avatar 4] [Avatar 5] Visible to organization

Pathway Followers Insights

**AWS Cloud-Based Labs**

- 1. AWS Labs
- 2. Additional Labs

**1. AWS Labs**  
Intermediate level Cloud-based labs  
5 Items · 3 hours · 19 minutes

Completed 0 of 5

Course 30 minutes  
**Lab: Launch and Configure an EC2 Instance with...**  
In this Lab, you'll launch an EC2 instance in the AWS web console using the EC2 launch wizard.

Mark Complete

Course 34 minutes  
**Lab: Configure Lifecycle Rules for Amazon S3**  
In this lab, you'll create multiple Amazon S3 Lifecycle

**Microsoft Azure - Intermediate Labs**  
8 Items · 2 Sections · 8 hours · 25 minutes

0%

Azure Intermediate Labs

Collaborators: [Avatar 1] [Avatar 2] [Avatar 3] [Avatar 4] [Avatar 5] Visible to organization

Pathway Followers Insights

**Microsoft Azure - Intermediate Labs**

- 1. Azure Labs
- 2. Additional Labs

**1. Azure Labs**  
Microsoft Azure offers the following labs to complement intermediate skills.  
1 Subsection · 7 Items · 8 hours · 25 minutes

Completed 0 of 7

**Azure Intermediate Labs**  
Microsoft Azure offers the following labs to complement intermediate skills.

Course 1 hour 55 minutes Subscription  
**Create and Configure Virtual Machines on Azure**  
In this lab, you will create and configure virtual machines in Microsoft Azure. This will include virtual machine creation, and configuration of networking, storage, and other components of a virtual machine.

Mark Complete

# Learning Governance & Metrics Project

## Project Overview



**Opportunity:** Established a Learning Governance to assign accountability, define priorities, allocate budget and resources, drive actionable decision-making, and facilitate transformation.

**Solution:** Team created and established Learning Governance process and documentation.

**Target Audience:** Instructional Designers (IDs) or individuals creating, developing, and/or reviewing training.

**Results:** Provided a high-level of design consistency throughout all courses, adherence to adult learning principles, and reduced amount of time to create new courses by utilizing templates.

## Deliverables



### Learning Governance:

- Learning Course Agreement (LCA) for course overview
- Utilize Script/Storyboard for course development
- Review Tool: eLearning Content Checklist
- Review Tool: Virtual Instructor-Led Training Checklist
- Created Articulate Rise Template for Courses
- Prior to design: Training Gap Analysis & Needs Assessment
- Using Blooms Taxonomy: Creating Learning Objectives Tool
- ID Creating Content Process Flow
- Learning Governance Structure Plan
- Learning Kickoff PowerPoint

### Learning Process Plan:

- Learning Project Plan Templates
- Learning Intake Form Process
- Learning Intake Form

### Learning Metrics:

- Weekly Leadership Status Reports
- Course Evaluation Survey after Training Workshops
- Course Evaluation Survey after eLearning courses

# Learning Governance Components

## Learning Governance Plan

### Learning Council

### RACI Matrix: Learning Team Roles & Responsibilities

Learning Request Analysis	Plan Design	Content Development	Validation & Implementation	Learning Evaluation
<p>Intake Form <i>Business Goals &amp; Outcomes</i> <i>Data Collection</i></p>	<p>Establish Content Gold Standards</p>	<p>Develop Learning Curriculum/Pathway</p>	<p>Stakeholder Signoff <i>Validate Goals/Outcomes</i> <i>Confirm Content Gold Standards Met</i></p>	<p>Learner Feedback Survey or Focus Group</p>
<p>Learning Needs Analysis <i>Target Audience</i> <i>Evaluate Assets &amp; Resources</i> <i>Discuss Learning Modality and Platform</i></p>	<p>LCA <i>Objectives/Goals</i> <i>Stakeholder Alignment</i> <i>Key Players</i> <i>Deliverables</i> <i>Learning Modalities</i></p>	<p>Writing Style Guide <i>Taxonomy</i></p>	<p>QA/Test Course Platform</p>	<p>Learning Reporting Metrics Review</p>
<p>Learning Council Review <i>Confirm Alignment</i></p>	<p>Project Plan Template</p>	<p>Content Creation Templates <i>Articulate Rise</i> <i>Storyline</i> <i>Vyond</i> <i>PPT</i> <i>PDF</i></p>	<p>Publish to Learning Platform</p>	<p>Optional: Pilot Test Group</p>
	<p>Marketing Plan <i>Comms &amp; Engagement</i></p>			

# Sample Work

Learning Content Agreement (LCA)		
<b>Project Description &amp; Objectives</b>		
Course Name:		
Target Learners:		
Learning Objectives:		
Purpose/Business Case:		
<b>Key Players</b>		
Stakeholder(s):		
Subject Matter Experts (SME)s:		
Project Admin/Manager:		
Instructional Designer (ID):		
QA Copywriter:		
Content Reviewers:		
<b>Project Deliverables</b>		
Components of this project:		
Possible constraints:		
<b>Project Milestone Dates (TARGET DATES THIS WILL BE FILLED OUT AFTER SCOPE)</b>		<b>Possible Out-of-Office Dates for Key Players List Below</b>
Milestone Task	Start Date	End Date
Project kick off:		
Primary script review:		
Secondary script review:		
Final script signoff:		
Primary course review:		
Secondary course review:		
Final course signoff:		
Platform Submit & Testing:		
Implementation:		
		*Final signoff is required from this reviewer.
<b>Success Measures:</b>		
<b>Communication Plan:</b>		
Deliverables & Timeline:		
<b>Certification Requirements:</b>		
<b>Additional Considerations or Notes:</b>		
Is there anything outside of the norm of scope that we should be aware of?		
<b>Key Stakeholder Signatures:</b>		
I agree to the project as described in this document and will support its development, completion, and deployment.		

Course Content Review Checklist	
<b>Instructions:</b> Your role as a content reviewer is to provide specific feedback to the development team. You'll want to identify which of your team members will need to review and include any stakeholders that need to sign off on the content. Use this checklist to review the content and take notes of recommendations.	
COURSE CONTENT	
Does all the content support the learning objectives? (Especially the knowledge check and quiz questions.)	
Are all learning objectives measurable?	
Is there any content that should be taken out?	
Is there any content missing?	
Are transitions between smooth and connects content from one topic/section to another? (All sections have: introductions/transitions/summaries)	
Are all of the font sizes and colors consistent in the course and in the script?	
Does the course follow a logical order?	
Do all interactions/activities have explanations before/after for what action the learner needs to take in the course?	
Is all information current and relevant?	
Do the examples/scenarios accurately portray the real-life context?	
Course uses conversational style (e.g., active voice, present tense, and second person).	
Are all Knowledge Check questions clearly stated? (Are correct/incorrect responses provided?)	
Are all Final Quiz Questions worded correctly? (Are the options believable?)	
Is any special certification required that should be built into the final quiz/assessment?	
SCRIPT/TEXT	
Are there any grammatical or spelling errors?	
Are there any capitalization or punctuation errors? Are capitals used consistently throughout?	
Are all acronyms defined the first time they are used?	
Are you using an active voice and the same voice throughout ("you")?	
Is there any jargon that should be explained or taken out?	
Is the voice-over script written in a polished conversational tone? (not too informal in word choice)	
Is the wording succinct and to the point?	
Are there examples, stories, and/or scenarios that help illustrate the topic more clearly?	

Gap Analysis & Needs Assessment	
<b>Purpose</b>	
A gap analysis and needs assessment aim to better identify organizational needs, learning, and development goals. Such analysis is vital for strategic planning to improve learning goals and productivity.	
<b>Identifying Gaps</b>	
<ul style="list-style-type: none"> <li>Why is training needed?           <ul style="list-style-type: none"> <li>What are the desired outcomes?</li> <li>Is there new content being introduced?</li> <li>What are the risks if training isn't provided?</li> </ul> </li> <li>Is training being requested to help solve a problem?           <ul style="list-style-type: none"> <li>How would you describe the problem?</li> <li>Is this based on lack of skill, knowledge or performance?</li> <li>What steps have been taken to resolve the problem?</li> <li>What is the organizational impact if the problem is not resolved?</li> <li>What would indicate the problem has been solved?</li> </ul> </li> <li>How does training align with the company's goals and objectives?           <ul style="list-style-type: none"> <li>How will solving/not solving this problem impact our company's bottom line?</li> </ul> </li> </ul>	
<b>Learner Characteristics</b>	
<ul style="list-style-type: none"> <li>What do the learners currently know about the content?</li> <li>What is the learner's level of motivation regarding this topic?</li> <li>What factors other than knowledge and skills might prevent associates from performing tasks as they should?</li> <li>How do you measure learning outcomes?</li> </ul>	
<b>Skill, Knowledge &amp; Performance Analysis</b>	
<ul style="list-style-type: none"> <li>Do learners have the skills to complete the task?           <ul style="list-style-type: none"> <li>What skills are the skills needed?</li> <li>Which skills are missing?</li> </ul> </li> <li>Do learners have the knowledge to complete the task?           <ul style="list-style-type: none"> <li>How is the knowledge currently acquired?</li> </ul> </li> <li>Are learners currently performing their job duties?           <ul style="list-style-type: none"> <li>What would excellent performance look like?</li> <li>How does the learner know they have met expectations?</li> </ul> </li> </ul>	
<b>Resources</b>	
<ul style="list-style-type: none"> <li>Is there current content we could use?           <ul style="list-style-type: none"> <li>Are job aids and additional learning materials provided?</li> </ul> </li> </ul>	