***Plans to Engage Employees in Workday’s Success***

**My Actions and My Leaders’ Actions**

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| My Actions and My Leaders’ Actions |
| Be empathetic to concerns (voice them openly) |
| Familiarize myself with Workday |
| Talk positive about Workday |
| Don’t talk about Alio |
| Celebrate Success |
| Be excited |
| Be open to change |
| Maintain positive attitude, don’t allow frustrations to show from leaders, but allow people to vent in a productive way |
| Be transparent about potential concerns |
| Practice using the system |
| Stress the benefits |
| Talk it up |

**Demonstrate**

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| What | Where | Date |
| “How to” sign-on, address correction, vendor info (look up) |  |  |
| Workday@CMSD Website |  |  |
| How requisitions replace resolutions |  |  |
| Show electronic PO’s (eliminating paper) |  |  |
| How to navigate PO approval process |  |  |
| Reports |  |  |
| Self Service |  |  |
| Workday | **CAO Meeting** |  |
| Show electronic and paper benefits |  |  |
| Share the Workday app with others |  |  |

**Communicate**

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| Message | Where | Date |
| Start Communication NOW (Group and Individual) |  |  |
| Use Workday terms: vendors = suppliers |  |  |
| Timeline |  |  |
| Project Updates | **Team Meetings** |  |
| Positive support of Workday |  |  |
| Benefits- pros |  |  |
| Incorporate Workday into team meetings |  |  |
| User friendliness and self service |  |  |
| How Workday will help us work more efficiently |  |  |
| Why we must change |  |  |
| Explain change of role responsibilities at certain levels- not a decrease in jobs |  |  |
| Explain efficiency of the processes- may take burdens off of some> calling to check on PO status, asking for approval of PO, payment to be made to vendors etc. |  |  |
| Explain how budget process relates to Workday |  |  |
| Communicate updates regularly |  |  |
| Communicate, Communicate, Communicate |  |  |
| Ask principals to include info in the weekly bulletin and staff meetings |  |  |
| Discuss end user basic roles |  |  |
| Visual aids in the breakroom/ staff lounge |  |  |
| Email timeline for launch (going live) with helpful hints/ tips etc. |  |  |
| Ask principal to add website to bulletins |  |  |

**Key Strategies**

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| Good Ideas |
| Streamline check in/ out processes (clocking in/out) |
| Have regular check-ins during school visits |
| Schedule time at network meetings |
| Celebrate Success |
| Ask project team to demonstrate at team meetings |
| Make sure technology can support Workday- update hardware, wireless etc. |
| Work collaboratively with unions to implement successfully |
| Hands-on practice multiple times. Review, Reteach, Practice as needed |
| Must provide updated technology for secretaries to implement effectively |
| 1:1 sessions with Principals and Secretaries |
| Create a schedule with CAO to introduce & educate principals, AP’s Action Coaches, Barrier Breakers, & Sup’s on Workday |
| Offer available times for support |
| Network partners can be Workday specialists |
| Create a Workday team within the building- principal, AP and secretary |
| Hold a Workday Kick-Off within the building |
| Invite union members to monthly meeting to discuss and demo |
| Set Up Q&A sessions for staff |

**Training**

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| Training Considerations |
| Incorporate Workday into current training. i.e. secretary training |
| Host departmental trainings |
| Support role specific training |
| Teach basic computer skills to those who are not tech savvy |
| Provide ongoing training & support |
| Train other principals to be trainers |
| Assign school champions to share with Training |
| Flexible training schedule |
| Disseminate training material |
| Create a support network among the trainers |
| Provide repeated training sessions |

**Benefits**

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| Key Benefits to Communicate |
| Eliminating Paper: PO’s |
| Visibility to approval processes |
| User friendly |
| Ability to change your own data |
| Facilitates integration of multiple systems into one |
| Real-time reporting |
| Self Service |
| Eliminates calling multiple people to get an answer |

**Leverage Resources**

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| Requested Resources |
| Workday Documents |
| Workday@CMSD Website |
| FAQ’s |
| Quick Reference Guides |
| Cheat Sheets |