

Learn365

DISCOVERY WORKSHOP

DATASHEET

Summary

Workshop Duration

- Typically 12 hours delivery

Delivery

- Virtually via MS Teams

Prerequisites

- Completion of Learn365 Customer Academy courses according to role

Who Should Attend

- All Learn365 Administrators (global, LMS, catalogue & course admins), L&D personnel, stakeholders

How to Book

Please contact the Sales Team:

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Workshop Overview

Learn365 is a powerful and feature-rich tool. Whilst the installation takes just a couple of hours, the implementation and configuration of the tool will take longer and is very much dependent on the client's needs. Our Discovery Workshop is a transfer of knowledge and is delivered alongside regular project management calls that identify training needs and client actions to help prioritise and enable sign-off within agreed timelines.

The Discovery Workshop is delivered in 2-hour virtual sessions. Following a review of a detailed agenda with key project personnel, a customised plan is agreed. Commencing with an in-depth demonstration of the functionality, a workshop outline is agreed according to the client's needs and priorities with the overall goal of effectively preparing all Learn365 administrators for implementation and ongoing administration of the LMS,

Content will include an overview of Learn365, from installation and set-up, to creating and publishing courses, and reporting. It is a modular workshop that is delivered virtually over several sessions so the administrators can select which sessions to attend depending on their role. Following completion of the workshop, clients will receive a comprehensive Discovery Report detailing the content and decisions of each session.

To gain full value from this workshop, delegates are asked to complete the applicable eLearning (according to role) in the Learn365 Customer Academy as a prerequisite to attending.

Before installation of Learn365, it is possible for the Professional Services team to provide a proof-of-concept area to allow clients to understand their LMS requirements and priorities. This is an additional service.

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Workshop Modules

Pre-installation call:

Onboarding call to confirm technical requirements and roles/tasks required prior to installation and role-based commencing workshops

- Prerequisites, Installation and Migration
- Overview and Admin Roles
- Importing
- User and User Group Management
- Add-on Requirements
- Success Plan, Support & Self-Paced Training
- Larmer Brown Support

Session 1: Learn365 Management

- Configuration of Course Catalogues
- Learn365 Global Settings
- Admin Reports
- Branding and Configuration

Session 2: Catalogue Management

- Catalogue Management & Settings
- Course and Content Creation Overview
- Training Management
- User Management
- Skills Framework
- Reports

Session 3: Course Management

- Course Set-Up
- Course and Content Management
- Course Reports

Additional Sessions (as required)

We can also provide you with additional sessions based on your organisation's requirements. These can include Team Member Administration for Managers, Learner and Course Administration for Instructors, and sessions on Learn365's Add-On Solutions.

About Larmer Brown

Larmer Brown has provided change management and learning solutions to corporate clients since 1984. We are a Reseller and Services Partner for Zensai, vendor for the human success platform incorporating Learn365. We offer specific expertise and support around the implementation of Learn365 for Learning and Development initiatives, including consultancy, training, implementation and technical support.

For more information about the Learn365 Discovery Workshop, please contact our Sales Team.