workday Training

Visit the Workday Training Catalog to help you identify which training to access based on your role:

https:// knightvision.it.ucf.edu/workday-training-catalog-general/

The navigation menu located to the right of the catalog allows you to view training details by functional area. Once available, simply click the "Access Now" hyperlink in each learning category column to access on-demand training materials (job aids and video demos). *Note: Access to training materials requires UCF NID login.*

Live Workday Sessions are optional learning resources.

All other Workday training materials (job aids, cheat sheets, video demos) from the training catalog can be utilized as other stand-alone training materials and will continue being available after July 1.

Additional live sessions will be added and provided as an ongoing resource for UCF employees (faculty and staff) after Go-Live.

LEARNING METHODS

Virtual Webinar
A presentation-based session over a videoconferencing platform such as Microsoft Teams or Zoom.

Instructor-Led Workshops
Sessions that are a combination of webinar and learning lab whereas attendees will participate in both instruction and system-based practice.

Learning Labs
Sessions designed to guide attendees in system-based practice.

Office Hours
Optional one-on-one sessions with a subject matter expert.

Online Tutorial/Video Demo
A visually-appealing online tutorial that is accessed via a direct hyperlink that guides the user on learning a specific concept/topic.

Webcourses
Self-paced, online course that provides key learning objectives in topical order

Cheat Sheets
A visual one-pager that provides need-to-know information; tips or tricks related to a specific topic.

Training Sandbox
End user system access to a Workday training system that functions similar to a live system environment.

Job Aids
A step-by-step guide on one or more system business process.

WHAT LEARNING METHOD IS RIGHT FOR ME?

"I learn what I see"

Visual Learner

You may prefer:
- Virtual Webinar
- Instructor-Led Workshop
- Learning Lab
- Online Tutorial/Video Demo
- Webcourses
- Cheat Sheet
- Training Sandbox
- Job Aids

"I learn what I do"

Kinesthetic Learner

You may prefer:
- Instructor-Led Workshop
- Learning Lab
- Office Hours
- Webcourses
- Training Sandbox

"I learn what I hear"

Auditory Learner

You may prefer:
- Virtual Webinar
- Instructor-Led Workshop
- Office Hours
- Online Tutorial/Video Demo

"I learn reading/writing"

Read-Write Learner

You may prefer:
- Office Hours
- Webcourses
- Cheat Sheets
- Job Aids

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