



UKG Educational Services

Train-the-Trainer

Key benefits

- **Receive the strategic guidance you need** to create and implement an effective, instructionally sound UKG Workforce Central training program
- **Reduce training program development time and costs** by adapting UKG-developed course content and education materials to meet your specific needs
- **Get best-practice recommendations** to help ensure a smooth, successful rollout of your instructor-led training program



Accelerate the successful rollout of your instructor-led UKG Training Program

When you invest in the UKG Workforce Central suite, you want it to start delivering value as soon as possible. At UKG (Ultimate Kronos Group), we recognize that getting your UKG Workforce Central implementation off to a fast, successful start — with minimal disruption to your business — is key to achieving rapid return on investment. That's why we move quickly and efficiently to get your organization up, running, and using the system with consistency and proficiency — a process that requires appropriate manager training. But if you're like many organizations, you may not have experience planning a Workforce Central training rollout. Or your internal training resources may not have the development cycles available to create a training program strategy and course materials from scratch. That's where UKG™ Train-the-Trainer programs can help.

UKG Train-the-Trainer programs provide customizable course materials* and best-practice consulting to support your organization's instructor-led training initiatives. Our experienced training consultants provide expert guidance and recommendations to help ensure the successful rollout of your in-house Workforce Central training program. After Train-the-Trainer, participants can tailor the editable content to your specific system configuration, business processes, and user adoption requirements. Helping you work smarter, Train-the-Trainer programs are another way UKG delivers the experience you expect.

Access the customizable content and expert guidance your trainers need

Our Train-the-Trainer programs give your in-house training resources — professional trainers, project team leaders, superusers, or other designated instructors — the consultative guidance, customizable course materials, and instruction in core system functionality needed to get manager end-users up and running with optimal speed and proficiency. Your program participants will be prepared to:

- Develop a strategy for rolling out a successful Workforce Central training program that effectively addresses all audiences
- Adapt provided course content to meet the needs of managers in your organization
- Define, explain, and train managers in executing common workforce management tasks within the Workforce Central system
- Identify UKG KnowledgePass™ e-Learning resources to supplement and support your in-house training strategy



What's included in Train-the-Trainer?

When you sign up for a UKG Train-the-Trainer program, your organization's attendees will receive the following deliverables:

- A welcome packet that contains valuable information to help you:
 - Assess your training resources
 - Conduct an audience analysis
 - Review training delivery format options
 - Plan and prepare a training environment
 - Incorporate UKG KnowledgePass resources into your training program
 - Evaluate learners and training program effectiveness
- Option to attend a UKG product training session as part of the program
- Access to adaptable course materials,* including a Task Guide, training exercises, and more, to accelerate your training content development efforts
- Participation in a private consulting session with a UKG certified instructor that addresses best practices for developing and implementing a successful UKG training program with supporting educational materials

* UKG KnowledgePass subscription is required to access courseware materials.

Take advantage of education customization services

Because every organization has its own unique challenges and requirements, UKG offers separate, hourly services for customizing education content and tools to reflect your specific business processes, system configuration, terminology, and branding. By engaging UKG education experts to tailor your training materials, your organization can focus your learning, accelerate user acceptance, and maximize return on your UKG investment.

Get the experience you expect

UKG Services is committed to delivering the experience our customers expect. How? By providing successful implementations, offering continuous education and support throughout the entire solution lifecycle, and by helping organizations work smarter in all phases of workforce management. Learn more about [UKG Services](#).



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