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Steps for a successful
elearning program launch

Understand your organization and learners

- ☐ Determine what your organization wants to achieve with its training program
- ☐ Assess your learning culture and employees' earning preferences
- ☐ Establish what percentage of your elearning courses will be required vs. recommended
- ☐ Decide if corporate training will be included in the employee benefits package

Set your program up for success

- ☐ Get buy-in/support from leadership and department managers
- ☐ Consider how environments (warehouse, office, remote, etc.) may affect how learners access training
- ☐ Coordinate with IT to understand set-up and equipment needs

Make training relevant to learners

- ☐ Decide what you will map courses to:
  - – Company vision, mission, values, initiatives
  - – Competency framework
  - – Management development programs
  - – Career development plans
  - – Onboarding program
  - – Employee languages/locations
- ☐ Involve your learner

Promote your training program to learners

- ☐ Know your budget for internal communication materials and/or incentives
- ☐ Decide which communication channels you can leverage and cadence for communication
  - – Events, flyers, employee email and newsletters, company intranet, LMS landing page
- ☐ Infuse elearning into cross-functional initiatives
- ☐ Create a 12-month training plan to promote courses all year

More resources for OpenSesame customers

KNOWLEDGE BASE

OpenSesame customers have access to a dedicated customer success manager to help launch their learning programs, as well as access to our community and knowledge base

PROMOTION RESOURCES HUB

For templates and calendar tools to help plan and promote your learning programs, check out our Resources Hub

Contact us today to learn how OpenSesame can help your organization.

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