6/12/2024 Emtrain Admin Training Series
Session Recap & Helpful Links:

*Below are the items we covered in our 6/12/2024 session, which focuses on **Content Configuration and Course Updates.** We recommend bookmarking [this Help Center link](#) for additional learning on the Emtrain platform. Here are some key pages:*

Project Outline: Check out this project outline, which gives you a high-level overview of how to fully set up your training from start to finish. This is helpful for brand new admin training and seasoned admin refreshers alike.
https://answers-support.emtrain.com/hc/en-us/articles/360055043551-Getting-Started

New Admin Activation: For administrators having trouble logging in or navigating the Emtrain platform. Feel free to use this yourself or send it to a fellow admin you're adding to your account for the first time.
https://answers-support.emtrain.com/hc/en-us/articles/360054613912-Step-1-New-Admin-Activation

Site Configuration: There are a handful of site settings you want to take a look at before setting up your training. We can help you with things like SFTP or SSO integrations, and you can browse some of the optional features that are available for you to customize.
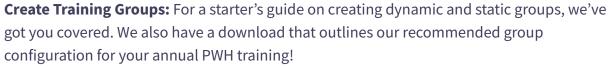https://answers-support.emtrain.com/hc/en-us/articles/360054614052-Step-2-Site-Configuration

Import/Update Roster: If you're looking to add employees either via a roster import or manually, check out this link in our Help Center (there's also a helpful roster template for you to get started with 😀):
https://answers-support.emtrain.com/hc/en-us/articles/360055044031-Step-3-Import-Update-Roster

Admin User Roles: Here is our guide on adding new admin user roles and making edits to existing learners in the platform:
https://answers-support.emtrain.com/hc/en-us/articles/4404603905421-Admin-User-Roles

Create Training Groups: For a starter's guide on creating dynamic and static groups, we've got you covered. We also have a download that outlines our recommended group configuration for your annual PWH training!
https://answers-support.emtrain.com/hc/en-us/articles/360054616432-Step-4-Create-Training-Groups

Content Configuration:

- Course Catalog: Browse all of our available courses by downloading our Course Catalog: https://emtrain.com/resources/emtrain-course-catalog/
- **Policies:** Before launching any training, it's important to check whether or not the courses you are deploying require a company policy to be embedded ahead of time. Here's (1) a succinct list of those courses that require a policy, as well as (2) some instructions for configuring your content, including your policy.
- (1) https://answers-support.emtrain.com/hc/en-us/articles/360027770291-Programs-Requiring-Policies
- (2) https://answers-support.emtrain.com/hc/en-us/articles/360054614132-Step-5-Content-Configuration

Campaign Creation & Communication Strategy: When creating your campaigns, follow along to our videos! This page is packed with thorough instructions, helpful tips on communication and messaging, and templates to get started.
https://answers-support.emtrain.com/hc/en-us/articles/360055100571-Step-6-Campaign-Creation-Communication-Strategy

Content Releases:
https://answers-support.emtrain.com/hc/en-us/sections/360006906392-Content-Releases

Skill-Building Microlessons:
https://answers-support.emtrain.com/hc/en-us/articles/8081434797197-Skill-Building-Microlessons

Allowlist Information - Here is our guide on Emtrain's allowlist information - this will ensure that your notifications will be received by your learners:
https://answers-support.emtrain.com/hc/en-us/articles/360025956472-Allowlist-Information

Emtrain Reports -
https://answers-support.emtrain.com/hc/en-us/sections/360004023412-Reports

Pre-Deploy Checklist: It's only natural to feel nervous before launching your first campaign. Don't worry though - go through all the right last-minute checks to make sure you've covered all your bases and your campaign will be a success.
https://answers-support.emtrain.com/hc/en-us/articles/360055100591-Step-7-Pre-Deploy-Checklist

Session Recordings:
https://answers-support.emtrain.com/hc/en-us/articles/15254883786637-Admin-Training-Series-

Q2-4 2024 Content Roadmap

2024 Q2 (End of June)	2024 Q3 (End of September)	2024 Q4 (End of December)
Code of Conduct including new topics such as: *Fraud, Waste and Abuse in Healthcare and Modern Slavery*	Anti-Money Laundering	Preventing Workplace Harassment 13
Global Trade	Cyber Security	
Global Bribery and Anti-Corruption	Insider Trading	**Lawful Terminations**
Performance Management	**Inclusive Leadership**	**Communmunication Strategies**

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