

BEST PRACTICES

Marketing and Q&A



TIMELINE FOR MARKETING ROLLOUT

Announce plans for curriculum and rollout to the board and high level managers.

Share information with employees on when the rollout will be and what is expected of them.

Let supervisors know that this new program is coming and details for their employees.

Set up messaging for each mandatory course assignment.

SAVE THE DATE



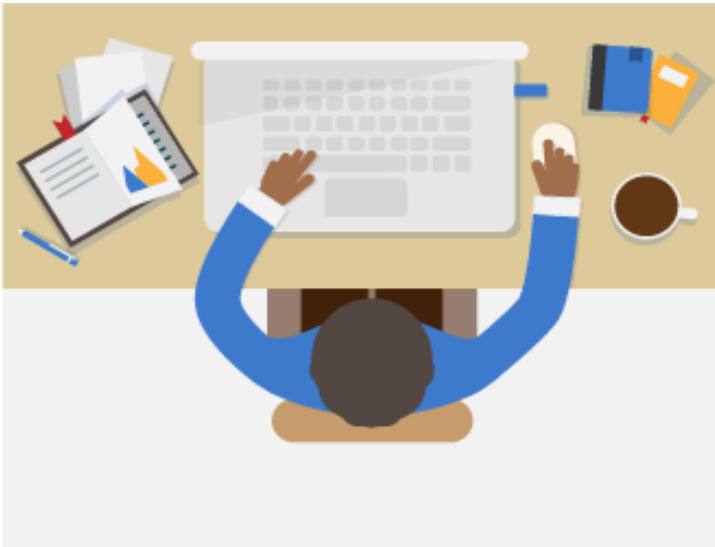
- Date assignments will go out to employees
- Due dates for all training
- The board meeting you will attend (if needed)
- Date supervisors will be notified
- Date employees will be notified

FOR THE BOARD

- Discuss courses available
- Decide on the board policies to include
- Share implementation plan for staff
- Perform demo of site if needed
- Determine what goals they have for the program and if/what reporting they would like to receive



FOR SUPERVISORS



- Share the curriculum that has been set for each position/location
- Explain the difference between mandatory and optional training.
- Give dates assignments will be made and the dates when they will be due
- Offer instructions for logging into the online system and what the user names will be.
- Establish responsibilities to ensure assignments are completed on time.
- Instruct that you are to be given any sign off forms if a training is completed in a group setting.
- Provide technical support information for SafeSchools.

FOR EMPLOYEES

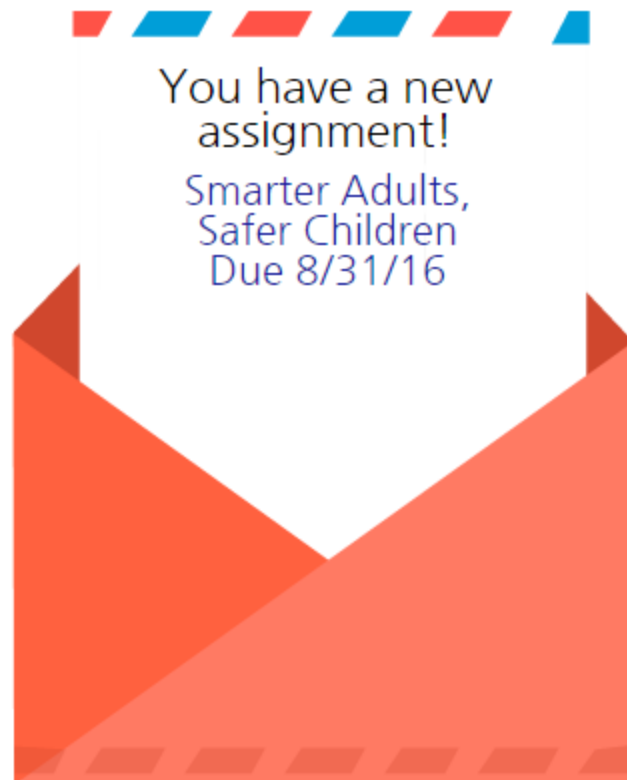


- Brief explanation of the new system and changes in training delivery
- Instructions on logging in to the system
- Dates that courses will be assigned and when they're due
- Point of contact within district or college for questions
- SafeSchools tech support line



Give employees a checklist of all training that has to be done with the exact course name so they can easily search.

USER MESSAGING FEATURES



Preferences

- Limit to Groups:
 - Position
 - Location
- Send Reminder Every:
 - 2 months
 - 1 month
 - 2 weeks
 - 1 week

MESSAGE EXAMPLE

Preview of email

Enter your Username: erindenap

Once you log into the site, click on a course title to begin the training. Each course has audio, so be sure to turn up your speakers if you'd like to listen. You must complete each section of the course in order to receive full credit.

Your Deitschel School District SafeSchools™ contact:
Your Immediate Supervisor OR Human Resources

Below is your complete SafeSchools™ training plan along with your coursework status:

Mandatory Training

Course	Days Till Due	Due Date	Time Required	Course Status
Defensive Driving (Full Course)	45	Sat Apr 30th, 2016	20 minutes	Not Started
Classroom Safety (Full Course)	45	Sat Apr 30th, 2016	16 minutes	Not Started
Crisis Response and Recovery (Full Course)	45	Sat Apr 30th, 2016	20 minutes	Not Started
Sexual Harassment: Staff-to-Staff (Full Course)	45	Sat Apr 30th, 2016	19 minutes	Not Started
Health Emergencies: Overview (Full Course)	45	Sat Apr 30th, 2016	25 minutes	Not Started
Ferguson-Florrisant Discipline Code (Custom)	45	Sat Apr 30th, 2016	20 minutes	In Progress
Bloodborne Pathogen Exposure Prevention (Full Course)	45	Sat Apr 30th, 2016	22 minutes	Not Started
Slips, Trips and Falls (Full Course)	45	Sat Apr 30th, 2016	37 minutes	In Progress
FERPA: Confidentiality of Records (Full Course)	45	Sat Apr 30th, 2016	14 minutes	In Progress
Active Shooter (Full Course (Staff))	45	Sat Apr 30th, 2016	41 minutes	In Progress
Civil Rights in Food Service (Frontline Staff)	45	Sat Apr 30th, 2016	15 minutes	Not Started
AED (Automated External Defibrillators) (Full Course)	45	Sat Apr 30th, 2016	17 minutes	Not Started

For questions, please contact your Deitschel School District SafeSchools™ contact or call 1-800-434-0154. Thanks for making Deitschel School District a safer place to work and learn.

REPORT MESSAGING



Preferences

- Limit to Groups:
 - Position
 - Location
- Attached Report:
 - Incomplete Assignments
 - All Assignments
 - Past Due Assignments



Keep these reminders on all year as a reminder to follow up with new employees!

NEXT WEBINAR

Reporting and Metrics 4/27 @ 1:00

- Reporting options
- Setting up report messaging
- Goal setting for first year of program
- Q&A

QUESTION & ANSWER

