



# TRAINING

A Guide from Implementation through deployment





# Purpose



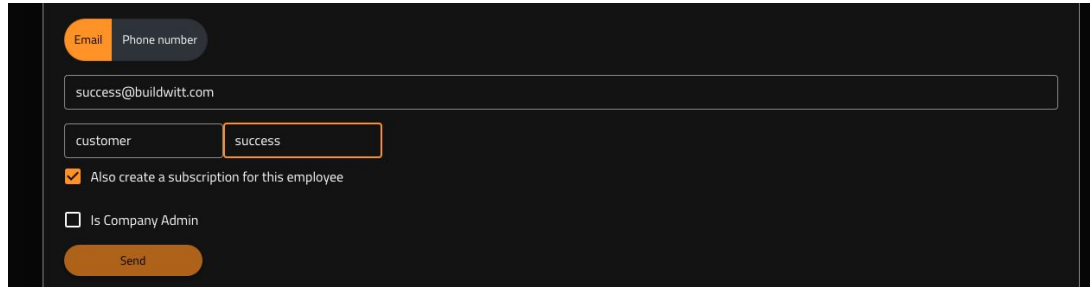
- We are here to support every step of the way to ensure your team has the most successful rollout possible
- The purpose of this deck is to provide you with the actions needed for a successful implementation of BuildWitt Training
- You will work with your CSM to develop helpful deployment assets and strategies



# Adding Users

# Adding end-users instantly

- We can add users instantly by hitting Add User button in your Admin Portal
- This method will immediately send an invite to the end-user
- Simply add the users email or phone number, their first and last name and hit send
- You are sending the invite instantly here, so you will want to keep the subscription box checked
- If you intend on the added user being an Admin, please click the “Is Company Admin” box.

 Add Employee

Email  Phone number

success@buildwitt.com


customer success

Also create a subscription for this employee

Is Company Admin

Send

# Adding users via Uploader

- We can add users in bulk by clicking the “Add from CSV” button 
- Using this method we can send invites immediately or chose to delay the invite.
- Delaying invites is the method we will use to add your users, their subscription, and will give us the time we need to pro-actively set up your account
- Additionally, we can use this option to create and place individuals into groups for quick assigning, apply an employee record number, and more.
- Here is an example to use as a template:

Email or phone number	FirstName	LastName	Role	EmployeeCode	JobTitle	Active	SubscribeToTraining	Groups.
joe.privitt@buildwitt.com	Joseph	Privitt	Admin	EE23TN	Operator	active	YES	Operator
+16159571227	Austin	Duckworth	Employee	EE45TN	Field Supervisor	inactive	no	Field Supervisor, Leadership

Import users from CSV file ✕

+1222222226,Julia,Vera,Employee,IVERA2,Operator,inactive,no,"Operators,Hourly,Seasonal"

Select CSV file

No file chosen No file chosen

Delay invitations

Also create a subscription for this employee

Imports employees but does not send invitations out. You can manually send them later from the employee list.

Save



# Your Intro Welcoming Lesson

- The purpose of shooting your own welcoming lesson
- Tips and Tricks
- Directions for uploading content

# Your Welcoming Lesson

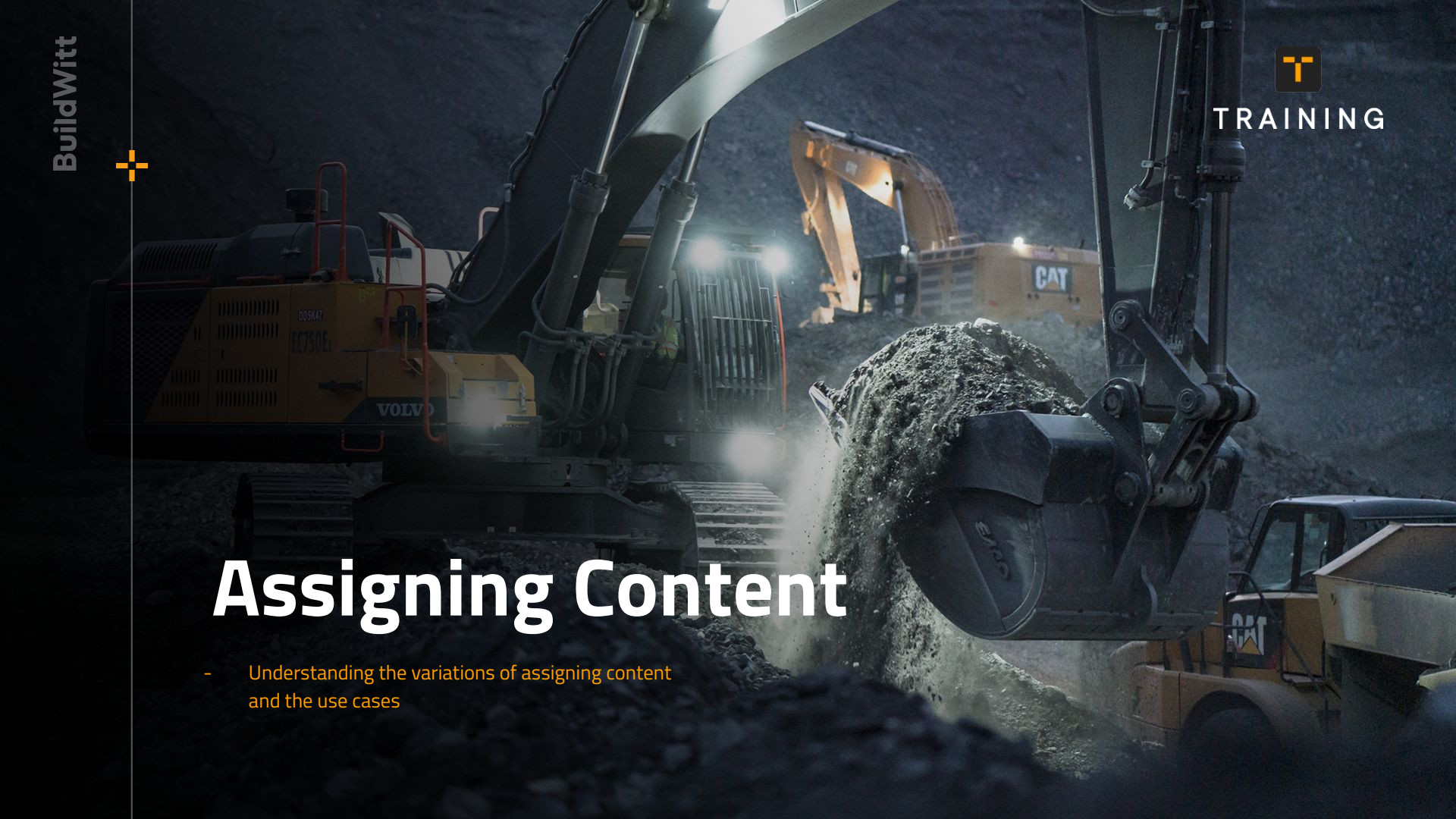
- We encourage you to shoot your own lesson to welcome your team to the platform.
- We will assign your welcoming message and Aaron Witt's, our BuildWitt CEO, as the first two assignments your team will receive on deployment day.
- We have multiple courses with tips and tricks for shooting your own content that will be assigned to you by your CSM
- Here is an example from one of our very own BuildWitt Training client admins as an example.





# Assigning Content

- Understanding the variations of assigning content and the use cases





# Assigning Content

- There are two forms of assigning content as an Admin
  - Daily Workload Budget (often referred to as Drip Feed)
  - Due Date assignments
- Your end-users can also Self Assign content
- Link to our Knowledge base article on Assigning Learning Plans, Courses, and Lessons
  - <https://info.buildwitt.com/knowledge/assigning-learning-plans-courses-and-lessons>
- Your CSM will walk you through the details of both assignment types in the platform.



# + The "Getting Started" PDF guide

- The purpose of our Getting Started guide and when we will use it.
- What we need to customize our guide to be on brand for your company



# The Getting Started PDF guide

- This guide will walk users through each step of getting started with BuildWitt Training
- Following this deck will reduce your having to answer basic questions and helping end-user get signed in to BuildWitt training properly
- You will have an opportunity to customize the Getting Started guide with your CSM
- The Getting Started guide will include:
  - Links to download the app from the Google Play and Apple app stores
  - What their invite email from BuildWitt will look like
  - Joining BuildWitt Training from the invite email
  - Where to see their daily assignments
  - All navigation of the BuildWitt Training app
  - How they can track their own progress
  - Managing expectations/accountability

Link to the Template (make copy): [Company Name | Buildwitt Training, Getting Started](#)



# Announcing BWT to your team, "Why" messaging

- Why this messaging is needed and what it will include.
- Example of what your messaging should look like.

# Why this messaging is important.

- This is our announcement email, letting your selected end-user know that you have partnered with BuildWitt training.
- This is a message of care and managing expectations
- Here is an outline of what this messaging should include:
  - Announcement of partnership
  - “Why messaging”, we care for you, your career trajectory and your safety
  - You can expect daily assignments in the form of X assignment types
  - This is a unifier for the Company: Company PSAs
  - We will include our “Getting Started” PDF guide to instruct them of the processes to get into BWT
  - We will be letting end-user know they will receive invites to join BuildWitt training soon
  - Managing expectations/accountability
  - After this is sent, we will send the invites from BuildWitt Training’s admin portal



# Example Email:

**Subject Line:** *Company Partnership announcement and actions needed*

**Body:**

*"Team,*

*We have partnered with BuildWitt Training.*

*The purpose of this partnership is:*

*>Your "why" message, caring for your people, a safer workplace, knowledge growth, communication growth, leadership growth, individual growth, company unifier.*

*Moving forward, you can expect to see daily assignments given to you as a drip feed, two lessons per day.*

*You can also expect the assignments in the form of due dates.*

*You may also see company PSAs assigned to you in the form of a due-date assignment.*

*I do have the ability to see if you have completed your assignments or if you are behind, so please get in the habit of checking for your assignments and watching your daily lessons.*

*I will be administering these assignments out to you in an effort to help us refine our skill sets, communicate better, tier your general knowledge of the industry up, and have a safer place to work.*

*We are looking for leaders, content contributors, and overall engagement here.*

*We will be scheduling debriefing sessions with you to get your feedback.*

*Attached in this email is a getting started guide PDF!*

*Do not move forward with the BuildWitt Training app without reviewing the guide and receiving your email invite from BuildWitt to join!*

*You can expect to see invites hit your inbox within the next hour.*

**>Attached the Getting Started PDF guide**

*- outro"*

**>Send invites out**

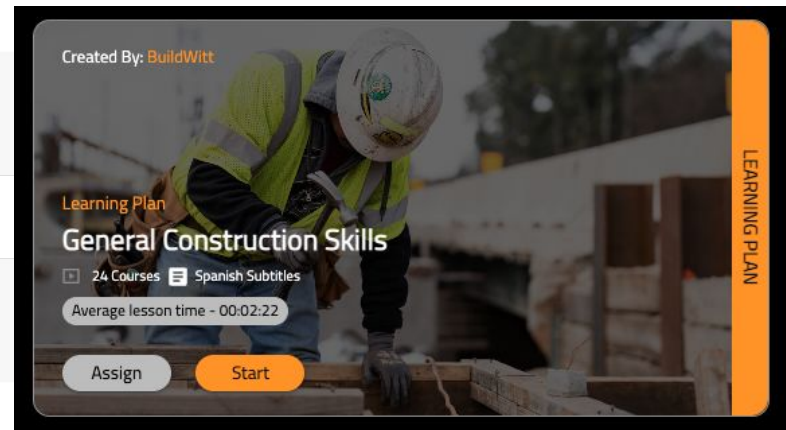


# What Happens Next?

Suggestions for your next content assignments

# The Next Assignment

- At this point we have done a great job making sure we have prepared a remarkable first experience for your end-users. However, we are trying to establish health habits of checking for content assignments daily. This can't happen without you as an Admin assigning content to them consistently. So, what comes next?
- We suggest assigning the Learning Plan, General Construction Skills for the next assignment
- Here are some reasons why:
  - It is a long learning plan, buying you time to establish your next assignment path
  - You will have debriefing sessions with your end-users, everyone will be singing from the same sheet-music.
  - This LP establishes a great baseline of information to build from
  - During your debriefing sessions post deployment, you will gather information to better inform you of your next assignment path.







# Helpful Links

- [Knowledge base](#)
- [Table of contents](#)

# Knowledge Base & Table of Contents

- The Link - <https://info.buildwitt.com/knowledge>
- Please Bookmark
- This link will provide you with insights for:
  - Insights for Admin functions
  - Account & Setup tips and tricks
  - FAQ's
  - Release Notes and more
- Table of Contents - <https://info.buildwitt.com/knowledge/table-of-contents-for-buildwitt-training>
  - Please Bookmark
  - The link will help you see an organized list of videos in the platform.
  - The link is dynamic and will update as new content is added.



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# Checking the boxes

This is a checklist that will allow you to keep track of everything in your deployment

# Our Checklist

- ❑ Going over this deck
- ❑ Building your user upload file
- ❑ Uploading user file, creating groups, and delaying the invites
- ❑ Creating your welcoming video
- ❑ Uploading your welcoming video as a lesson
- ❑ Assigning your welcoming lesson and Aaron Witt's
- ❑ Editing our Getting Started guide
- ❑ Creating your "Why" announcement messaging
- ❑ Sending invites
- ❑ Preparing your next assignment
- ❑ Admins and Group Leads can report on just their group in the Dashboard and Employee Management Learning screens
- ❑ Booking a post deployment meeting with your CSM



 BuildWitt



TRAINING

Making the **Dirt World**  
a Better Place.