



Don't be intimidated by planning your training. Keep it simple and to the point. The last thing you want to do is overwhelm your employees—the point is to engage them. Your training can range from a 10 minute mini-lesson to a full hour.

Here are some things that you may want to present or address during your launch:

1. Overview & expectations – Remember that you may have been involved in the whole rollout, but your employees haven't. Provide a short overview of what Volinspire is, why you chose this application, and what expectations you have for them. This is a great opportunity for your executive team or boss to get involved to provide credibility and support, which also shows how important Volinspire is to your company.

2. What's in it for me – Don't just make demands—get people excited as well. It's important to focus on how Volinspire will benefit your employees.

3. Hands-on training with real-life scenarios.

- For your employees – It makes the training session more “real.” Seeing their actual data and walking through real-life scenarios will give them a great idea of daily life with Volinspire.
- For you – It gives you an opportunity to get real-time feedback.

4. How employees will be measured – You may choose to use Volinspire as part of your Performance Review to measure their engagement within the community and within the company.

5. Contests and incentives – Your employees will be more motivated if you kick things off with incentives. Motivate your employees with contests, a little competition, and incentives (e.g. when they hit a milestone, the company donates \$ to the charity of their choice).

6. Get Feedback – Although this step seems basic, it's very important to make sure your employees feel they have a voice. Be sure to leave time for Q&A and ask employees for their opinions. To get off to a good start, it's important to clear up any confusion and to find out what's on your employees' minds.

7. Takeaways – Create a tip sheet with the top things you want your employees to take away from the training and launch (e.g. benefits, goals, getting started tips)

8. Train and train again

Although our interface is easy-to-use, training is still crucial. Training is one of the most important things you can do to improve adoption. Successful training isn't a one-shot effort. Be sure to follow up after a few weeks because, by then, your employees will have a new set of questions. A great way to provide follow-up training is to recruit enthusiastic employees to follow up with their peers; have them become your champions and run 'Lunch n Learns'.

9. Know where to get help

Because your success is our success, we've created many resources to help you out:

- The [Business Admin Getting Started Guide](#) walks you through first steps and links to other guides, presentations and resources for you and your employees
- The [Volinspire Help Center](#), where you'll find resources to support your implementation, best practices and more, for free!

10. Have Fun!

- **Make a game of it** – Use Tic Tac Toe (divide into teams and ask questions about functionality until someone wins) or a Poker Hand (get a card for asking and answering questions ...best poker hand wins a donation to the charity of their choice).

Providing great training isn't difficult, but it does require planning, effort, and an ongoing commitment. Use these tips to help you create and execute a training plan that works!