

## Access to the system

1

To be in the position to access the Learning Campus you or your employees need a WN number.

# Organization and settings

2

In order to use the Learning Campus optimally, several tasks have to be performed by defined persons and processes ensured.

### Qualification

3

The qualification of the persons involved is of decisive importance to ensure a high quality of the training contents.

## Elaborating contents

4

There are different possibilities and ways to elaborate or produce learning contents.

### Communication

5

Keeping the employees informed is the key to success. They have, of course, also to be familiarized with "digital learning".



For more information, please click on the yellow buttons.

### Access to the system

To get access to the system and thus to the Learning Campus, you or your employees must be registered in HR1. This means that every employee is given a personal WN number (Würth number). This is necessary to be in the position to create and administer for every employee their individual educational history or to make it possible for the executive to assign a training or seminar just to their employees.

### Costs

Costs will arise for this step. These costs depend on the company and the technical conditions, and differ in dependence on the available prerequisites. Please contact the roll-out team if you would like to know the costs that will arise for your company.

### **Duration**

Depending on the technical solution, this step may take between one week and one to two months.

#### Contact

Gerd Lehnert (WGS-Rollout@wuerth-it.com)





### **Organization and settings**

The technical roles in the Learning Campus will result in many changes for all persons involved and accordingly also for the organization. There are e.g. administrators, trainers, key users or authors for the different tasks. The tasks cover a wide range of activities, from the organization and management of a seminar to the elaboration of an e-learning module. This step also includes the definition of the prerequisites for your educational elements (e.g. seminars or e-learnings). They may e.g. refer to the approval processes, the structure of seminars or web-based training measures (WBTs), or the use of individual templates with own company logo. In this step, you decide which additional tools you want to use.

### Costs

Consultation costs may arise depending on the expenditure.

### **Duration**

Depending on the expenditure, this step may take between one month and two to three months.

#### Contact

Consultation on the distribution of roles (e.g. Who is qualified for the role of an author?): Marko Draguljic

(learning-campus@wuerth-management.com)

Consultation on the use of systems and settings (LMS, TTKF & E-TRAIN): Alissa Röhrig & Rudi Hofmann

(learning-campus@wuerth-it.com)

### **Qualification**

To make sure that the authors and key users can take on their roles and tasks in the Learning Campus, Würth Business Academy and Würth IT offer various training measures on the following tools:

- tt knowledge force (Autorentool)
- E-TRAIN (author tool)
- Learning Management System (LMS)

For further information, please refer to the current brochure of Würth Business Academy.

### Registration

Please find all dates for the Train the Author seminar at: Registration

### **Costs & duration**

Train the Author seminar: EUR 1,250.- / 5 days

### Contact

Training: Marko Draguljic (learning-campus@wuerth-management.com)

E-TRAIN: Contact Rudi Hofmann (rudi.hofmann@wuerth-it.com)



### **Elaborating contents**

You can have the contents of the Web-Based Trainings (WBTs) or the e-learnings drawn up in three different ways.

- Service by the company itself
  - You can have your own authors trained for the elaboration of e-learnings/WBTs for your company.
- External service
  - You can have your e-learnings or WBTs produced by an external supplier. Prerequisite in this case will be that the external company delivers the content in a so-called SCORM format or creates it with the help of the author tool «tt knowledge force».
- Cooperation
  - There is also the possibility to optimize the e-learnings, which the company produced on its own, in cooperation with external partners.

### **Costs & duration**

Varies depending on the WBT.

#### **Contact**

Consultation for an optimal solution: Marko Draguljic

(learning-campus@wuerth-management.com)



### **Communication**

To fill the Learning Campus with life, it is of importance to inform all employees about the new possibilities of digital learning in the Learning Campus. Use all available channels such as company meetings, employee magazines, information events, Jour Fixes, meetings or further media such as mailing lists, flyers and roadshows to spread the information.

#### **Costs & duration**

The costs and the expenditure will vary from company to company.

### Persons in charge

The local Personnel Development Department or the local Human Resources Department should be involved as important partners in the process of communication about the Learning Campus.

#### Contact

Consultation: Marko Draguljic (<u>learning-campus@wuerth-management.com</u>)

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