

8x8 Work Adoption Kit



Data sheet & course description

8x8 Work Adoption Kit

All materials needed to train end-users to use 8x8 Work apps are provided. Three versions of the Adoption Kit are available:

Free

Three fully interactive Self-Paced eLearning courses in HTML format, that can be disseminated internally within your company an unlimited number times. Modules include 8x8 Work for Desktop, Work for Mobile, and Switchboard Pro. All functionality including Chat and Meetings are included by default. Supplementary documents provided include a project plan template, employee communication email templates, change management best practices, and links to 8x8 documentation and videos.

This version is provided without charge: **(0) Training Units.**

Customized PowerPoint

A downloadable kit available in presentation (PowerPoint and PDF) formats. Content includes overviews, tips, screenshots, and step instructions in three separate presentations: 8x8 Work for Desktop, Work for Mobile, and Switchboard Pro.

Also included is a scoping call with an 8x8 University professional, who will customise the PPT and PDF content according to your need. Additionally, the 8x8 University Course Development team can provide a (non-interactive) SCORM version of the customized PPT content on request at no additional charge.

This version is suitable for customers who would like to undertake light customization of 8x8 standard training materials, and can be purchased for **(5) Training Units.**

Getting Started with 8x8 Work

Self-paced eLearning

New users learn and practice at their own pace via interactive digital modules

Presentation

Teach new users or allow them to learn at their own pace via a presentation-style modules

Target Audience

End-users

Course Length

Approx. 20 Minutes per module

Topics

- 8x8 Work for Desktop
- Call Features
- Chat & Meetings
- Add-Ons & Troubleshooting
- 8x8 Work for Mobile
- Switchboard Pro

Training Units Costs

- Standard Kit with all content in HTML & SCORM formats - **0**
- Presentation format (PPT) - **5**
- Customized Kit in HTML & SCORM formats - **30**

Customized elearning

Custom Interactive elearning content based on standard content in the Free kit. Included is a consultation call with an 8x8 Course Development professional, in which customizations are scoped. Customizations can include options such as adding your company logo, or removal of content covering features your company has not purchased. Formats supplied are HTML, and SCORM on request.

This version is suitable if you would like heavier customization of Self-Paced content for distribution to a large number of users. The Customized course is available on a SOW basis, for a minimum of **(30)**

Training Units.

Note: Any customization requiring over 30 hours of development will incur a charge of 1 Training Unit for each additional hour scoped.

Engagement Process

Adoption Kit contents are delivered to the IT Manager (or the person accountable for training employees to use 8x8 Work apps).

Kit contents and eLearning training strategy are reviewed during an initial phone consultation with an 8x8 University customer training program manager. Use this time to receive your download, review kit contents, and plan how to deliver training in your environment. (Allow up to one hour for initial consultation, and up to 30 minutes for an optional follow-up call)

We recommend that you schedule this phone consultation four to six weeks before training end-users at your location, to maximize the effectiveness of the kit.

Next Steps

Please email Training@8x8.com to schedule your initial phone consultation.

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