Manager rollout checklist

ECODEMY / EMPLOYEE ESSENTIALS

Owner: _____ Team: _____ Date: _____

Reporting channel: _____

Alternative channel: _____

Before sharing

- [ ] Choose a training contact, distribution method, and participation window. Arrange work time and device access where needed.
- [ ] Ask which written languages employees prefer. Share the matching links; do not infer preferences from nationality or appearance.
- [ ] Replace every bracketed field in the staff email. Add your approved concern-reporting channel and an alternative contact.
- [ ] Open the course on a phone and scan the poster at its intended print size. Confirm employees can access the public page without signing in.
- [ ] If using paper, print the guide in the chosen language and fill in the reporting channel. Keep the facilitator answer key separate until review.

During rollout

- [ ] Send the customized staff email and display the QR poster where employees can read it and scan it safely.
- [ ] Explain that the course takes about eight minutes and covers five lessons, a knowledge check with retries, and a pledge.
- [ ] Allow employees to choose their language and learn at their own pace. Offer a printed or facilitated session when appropriate.
- [ ] Use the supplied scenarios. Do not ask employees to share personal experiences, allegations, quiz answers, or pledges in a group.

After learning

- [ ] Remind the team how to raise concerns through approved channels. The course itself does not accept incident reports.
- [ ] Ask for optional feedback about clarity, access, and language needs. Do not request sensitive incident details in training feedback.
- [ ] Record distribution dates and any employer-observed participation accurately. Browser completion is not verified attendance or an LMS record.
- [ ] If named completion records are required, use your approved training-record process or an appropriate separate LMS/SCORM offering.