My Focus

Learning Workspace Internal Trainer and Consultant Guide

Prepared by:	HR Focus
Date:	20 October 2026
Version:	2026.10.1.0 | Coming Soon | Edition 1

Table of Contents

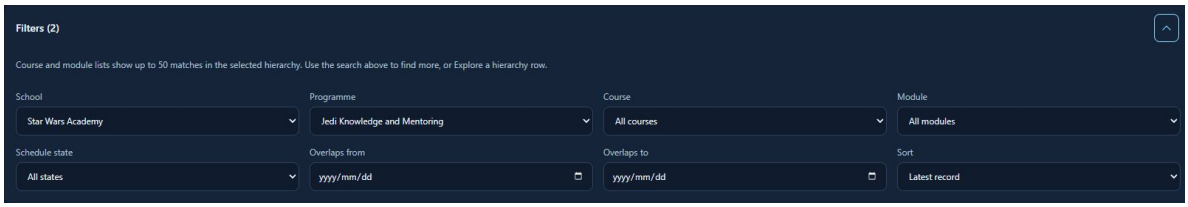
1. Teach one practical outcome 1
2. Rehearse and demonstrate 2
3. Consultant handoff and reusable assets 3
4. Questions limits and escalation 4

1. Teach one practical outcome

Coming Soon | Release 2026.10.1.0 | Edition 1 | 20 October 2026. Availability follows your organisation rollout, configuration and access. This guide is a preview reference, with no committed release date.

Internal use. The participant should be able to follow the selected catalogue context into schedules, delegates and recorded results, while keeping content publication, assignment and awards distinct.

Use a practical 30-minute session: 3 minutes for context, 12 for one coherent demonstration, 5 for role-appropriate configuration, 5 for a read-only exercise and 5 for questions. Dates, presenter and invitations remain undecided.



Reviewed native excerpt for the selected module walkthrough.

Keep the shared demonstration and participant manual suitable for its audience. Configuration diagnostics, reset instructions and private evidence belong in the internal handoff. Upcoming client material stays Coming Soon; At Launch drafts remain held.

2. Rehearse and demonstrate

1. Confirm environment, approved fictional personas, effective role and module readiness. Do not circulate credentials or internal identifiers.
2. Confirm the starting activity, hierarchy, period or selected team. Check local data is appropriate and any outbound workflow/notification effects are contained.
3. Use the sequence below. Stop before any unapproved save, approval, publication or submission.
4. Retain a read-only fallback using the current deck and cleared captures. A screenshot does not prove a transaction completed.

- Show the school/programme/course/module context; explain the eight working areas.
- Open a schedule and explain delegate count versus eligible results recorded.
- Point to the actual native editor/delegate action and identify the role needed. Use reviewed read-only captures if an action is unavailable.
- Explain Original content versus Studio, path definition versus assignment, and credential definition versus actual award.

Learning settings: Modules/eLearning/Admin/HRF_ELEARNING_SETTINGS.aspx; review module/menu admission, group View/Hierarchy/Scheduling/Results, enhanced/content mode and valid creation defaults.
Practice exercise: participants locate one fictional Jedi record, explain the relevant count/status and name the next authorised source action. Ask them to distinguish viewing from changing the record. Do not require live writes to complete the exercise.

3. Consultant handoff and reusable assets

Check	Meaning and next action
Current presentation	Open current presentation
Matching narration	Open matching narration
Visuals	../05_Product_Visuals/ contains the reviewed excerpts. Use the current edition with its recorded caveats.
Participant manual	Open participant manual Online HTML with matching DOCX and PDF in 11_Manuals.
Configuration reference	Open configuration reference Online HTML with matching DOCX and PDF in 11_Manuals.

The current deck has 26 slides and matching scene narration estimated at 645 seconds. Final voice timing is a production check; this companion creates no audio/video. Use the existing PowerPoint and notes without creating a competing deck.

Master sales/QA deck alignment remains outstanding because the actual master was not reviewed for this companion. Select module scenes for the audience and retain their lifecycle and scope wording.

After the demo, close unsaved windows and clear only temporary filters/context through normal controls. Use an approved reviewed reset if authorised. Do not delete shared catalogue, real outcomes, requests or awards to reset a session.

4. Questions limits and escalation

- Why is Studio missing? Check content mode, authoring/schema readiness and effective module role.
- Does a path enrol staff? A definition and its assignment are separate.
- Does Results recorded mean a certificate? It measures result coverage; award and printable evidence are separate.
- Are all analytics/export components verified? Only exact reviewed components and downloads have evidence. Earlier analytics native rendering covered 6 of 27 components.

Verification boundary: the retained captures show selected native views. Current local evidence includes Course and Module persistence and native editor launches; a filtered employee transcript XLSX was checked locally and in Dev. This does not verify every School, Programme, Schedule or result save, content publication, learner completion, credential award or certificate issuance. Dev workflow persistence remains outstanding.

Record unanswered questions with environment, role, action, expected and actual result and next owner. Keep private evidence and raw diagnostics outside attendee exports.

Candidate FAQs can be reviewed for Knowledge content later; this guide does not publish them.

Handoff checklist: correct edition; matching deck/notes/narration; cleared assets; approved demo starting state; expected source action; read-only fallback; remaining UAT boundaries; reset owner. No session scheduling, outreach or Hub publication is included.