

**DAY 1:**

All times displayed are in Eastern Daylight Time

<p><b>10:00am – 12:00am</b> Location: Virtual</p>	<p><b>Introduction and Overview of Enterprise Blue Expert Certification Camp</b></p> <ul style="list-style-type: none"> <li>• Introductions             <ul style="list-style-type: none"> <li>○ Learning Objectives &amp; Activities</li> <li>○ Certification Process: Conceptualization and Build Blue Project</li> </ul> </li> <li>• Terminology and Concepts             <ul style="list-style-type: none"> <li>○ Tenants of Employee Journey Analytics</li> <li>○ EJA in Blue</li> <li>○ EJA with Blue and Smartsheets</li> </ul> </li> </ul> <p><b>Getting the Most Out of Blue</b> Planning a project</p> <ul style="list-style-type: none"> <li>• Project conceptualization &amp; visualization exercise</li> <li>• Begin with the end in mind – think about value and needed insights</li> <li>• Visualize connections and limitations</li> <li>• Define relationships and conditional events</li> </ul> <p>*Breaks taken as needed</p>
<p><b>Lunch</b> <b>12:00pm – 1:00pm</b></p>	
<p><b>1:00pm – 4:00pm</b> Location: Virtual</p>	<p><b>First Project: Stretch Your Blue Muscles</b> Participants will develop a basic project as a refresher including</p> <ul style="list-style-type: none"> <li>• Automating the feedback data collection</li> <li>• Delegating part of the feedback process to engage users</li> <li>• Multi-role evaluations</li> <li>• Response rate monitoring</li> </ul> <p><b>First Blue Project: Flex Your Blue Muscles – Adding Value to Surveys</b></p> <ul style="list-style-type: none"> <li>• Cascaded questionnaire logic &amp; advanced filters</li> <li>• Enhanced task management</li> <li>• Multi-lingual projects</li> <li>• Advanced email management</li> <li>• Export responses and choosing formats with advanced export</li> <li>• Project summary and activities</li> </ul> <p>*Breaks taken as needed</p>

**DAY 2:**

<p><b>10:00am - 12:00pm</b> <b>Location: Virtual</b></p>	<p><b>Designing questionnaire with reliability and validity in mind – Individual &amp; Group Work</b></p> <ul style="list-style-type: none"> <li>• Key concepts behind survey and survey question design</li> <li>• Question structures, word choice, and biases</li> </ul> <p><b>First Task: Applying what you have learned</b></p> <ul style="list-style-type: none"> <li>• Participants will create questions, evaluate effectiveness of examples, and collaborate on integrating questions into a survey design.</li> </ul> <p><b>Beyond Reporting Basics: Storytelling &amp; Analysis</b></p> <ul style="list-style-type: none"> <li>• Creating reports that speak for themselves</li> <li>• Enhancing report layout</li> </ul> <p><i>*Breaks taken as needed</i></p>
<p><b>Lunch</b> <b>12:00pm – 1:00pm</b></p>	
<p><b>1:00pm – 4:00pm</b> <b>Location: Virtual</b></p>	<p><b>Second Blue Project: Reporting in Blue</b></p> <ul style="list-style-type: none"> <li>• Operational and strategic reporting             <ul style="list-style-type: none"> <li>○ Create Individual, aggregate, and organization-wide reports</li> <li>○ Adding Demographic and Date Filters</li> <li>○ Advanced report blocks: demographics and question grouping</li> <li>○ Cross tabulating responses and demographics</li> <li>○ Longitudinal reporting (trend analysis) – combining reports</li> </ul> </li> <li>• Dynamic Report Viewing – advanced report access and distribution management</li> </ul> <p><i>*Breaks taken as needed</i></p>

**DAY 3:**

<p><b>10:00am – 12:00pm</b> <b>Location: Virtual</b></p>	<p><b>Third Project: Project Testing – Publish a project where you play all the parts</b></p> <ul style="list-style-type: none"> <li>• Creating and applying testing groups</li> <li>• Preparing a successfully tested project for real application</li> </ul> <p><b>Extending Blue Capabilities</b></p> <ul style="list-style-type: none"> <li>• Data Integrity Gateway (DIG)/Data Synchronization Tool (DST)</li> <li>• Blue Portal Integrator (BPI)</li> <li>• Blue Connector</li> </ul>
<p><b>12:00pm – 1:00pm</b></p>	<p><b>Break</b></p>
<p><b>1:00pm – 4:00pm</b> <b>Location: Virtual</b></p>	<p><b>Final Project: Blue Expert Certification Activity</b></p> <ul style="list-style-type: none"> <li>• Define a case based on real-world scenario (such as employee engagement survey and 360 review) and create a project and a report in Blue, applying what you have learned as a team</li> <li>• Presentation of final project to colleagues as a team</li> </ul> <p>Reflection and wrap-up</p>

**After the Certification training: Apply, Practice, Continue Learning**

- 1-hour online post-certification follow-up session with the trainer.
- Access to the Explorance Academy LMS and training server, for one year, to review the training materials, learn and try out new features, and practice what you have learned. One-year term starts from the end of the camp conclusion.
- Apply your learning from the BEC training camp to your work, participate in the Certified Blue Experts Community to stay in touch and share with your, and challenge Explorance to continuously improve its products and services.
- Join Bluenotes GLOBAL Employee Journey Conferences where the certified Blue Expert Community meetups and workshops are created just for Blue Experts for learning and professional development
- For any training related questions or information, contact us at [learning@explorance.com](mailto:learning@explorance.com).