

\*All times displayed are in Eastern Daylight Time

## DAY 1

<p><b>10:00am – 10:20am*</b> Location: Virtual</p>	<p><b>Introductions and Overview of MTM Report Master Certification Bootcamp</b></p> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• What we'll be doing the next 3 days             <ul style="list-style-type: none"> <li>○ Learning Objectives</li> <li>○ Topics Covered</li> <li>○ Learning Activities</li> <li>○ Certification Process: Report Hackathon</li> </ul> </li> </ul>
<p><b>10:20am – 11:30am</b> Location: Virtual</p>	<p><b>MTM Learning KPIs and Key Metrics</b></p> <p>Going in-depth to the MTM learning KPIs and Key Metrics</p> <ul style="list-style-type: none"> <li>• The What: Getting clarity on the relationship between KPIs and Key Metrics</li> <li>• The How: Understanding how the Key Metrics are calculated in MTM</li> <li>• The Why: Now what? Explaining KPIs and Key Metrics in the context of the business</li> </ul>
<p><b>Break</b> <b>11:30am – 12:30pm</b></p>	<p><b>Break</b></p>
<p><b>12:30pm – 4:00pm</b> <b>(w/break)</b> Location: Virtual</p>	<p><b>Case Work: Running the Right Reports, in the Right Way</b></p> <p>Participants will work through various reporting “cases” to develop expertise in:</p> <ul style="list-style-type: none"> <li>• Determining the right report(s) for unique stakeholders</li> <li>• Responding to requests for data:             <ul style="list-style-type: none"> <li>○ Applying filters</li> <li>○ Selecting benchmarks</li> <li>○ Leveraging Ready Reports, Data Explorer, and Dashboards</li> </ul> </li> <li>• Troubleshooting</li> </ul>

**DAY 2**

<p><b>10:00am – 12:00pm</b> <b>Location: Virtual</b></p>	<p><b>Case Work: Data Interpretation and Communication</b> Participants will work through various reporting “cases” to develop expertise in:</p> <ul style="list-style-type: none"> <li>• Interpreting data within MTM Reports, Data Explorer, and Dashboards</li> <li>• Deriving insights from the data</li> <li>• How to communicate insights to stakeholders in the language of the business</li> <li>• Answering questions about learning data</li> <li>• Helping end report consumers interpret data</li> </ul>
<p><b>Break</b> <b>12:00pm – 12:45pm</b></p>	<p><b>Break</b></p>
<p><b>12:45pm – 1:45pm</b> <b>Location: Virtual</b></p>	<p><b>Case Work: Data Interpretation and Communication (cont’d)</b> Participants will work through various reporting “cases” to develop expertise in:</p> <ul style="list-style-type: none"> <li>• Interpreting data within MTM Reports, Data Explorer, and Dashboards</li> <li>• Deriving insights from the data</li> <li>• How to communicate insights to stakeholders in the language of the business</li> <li>• Answering questions about learning data</li> <li>• Helping end report consumers interpret data</li> </ul>
<p><b>1:45pm – 2:00pm</b></p>	<p><b>Break</b></p>
<p><b>2:00pm – 4:00pm</b> <b>Location: Virtual</b></p>	<p><b>Automating Report Strategy and Action Planning</b></p> <ul style="list-style-type: none"> <li>• Develop an automated report strategy</li> <li>• Schedule reports correctly for unique stakeholders</li> <li>• Recommendations and action planning based on insights derived from the data</li> <li>• Helping end report consumers formulate plans of action for improvement</li> </ul>

## DAY 3

<p><b>10:00 – 12:30pm</b> <b>Location: Virtual</b></p>	<p><b>Certification Activity: Report Hackathon</b> <b>Report Hackathon Part 1: Building a Data Presentation</b></p> <p>The Report Hackathon is an intensive hands-on learning experience where you will apply learning to deepen your knowledge and skills in MTM report interpretation and communication. Come with reporting needs and opportunities in your organization to develop a stakeholder presentation by applying what you have learned in the bootcamp. The hackathon starts with each participant delivering a brief pitch about their reporting project, and then the hacking begins! The event wraps up with a showcase where presentations are delivered to the group.</p> <p><b>Report project/idea pitches (5 minutes per pitch)</b></p> <ul style="list-style-type: none"> <li>• Present and find teammates</li> </ul> <p><b>Form teams (two members per team)</b></p> <p><b>Put together your stakeholder presentation</b></p>
<p><b>12:30pm – 1:30pm</b></p>	<p><b>Break</b></p>
<p><b>1:30pm – 4:00pm</b> <b>Location: Virtual</b></p>	<p><b>Report Hackathon Part 2: Presenting Your Data</b></p> <p><b>Team Sharing</b></p> <ul style="list-style-type: none"> <li>• Each team presents what they have accomplished through the Hackathon</li> </ul> <p><b>Wrap and Conclusion</b></p> <ul style="list-style-type: none"> <li>• Reflection on the learning</li> <li>• MTM Report Master Certificates issued</li> </ul>

## After the Certification training: Apply, Practice, Share

- 1-hour online post-certification follow-up session with the trainer, expiring in 6 months after the end of the camp conclusion.
- 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.



## MTM Report Master Certification Agenda: A Virtual Camp

- Apply your learning from the MRMC training camp to your work, participate in the Certified MTM Report Masters Community to stay in touch and share with your certified MTM Report Master colleagues, and challenge Explorance to continuously improve MTM products and services.
- For any training related questions or information, contact us at [learning@explorance.com](mailto:learning@explorance.com).