

Audience: People Managers

Purpose: November Workday Communication

Proposed Sender: Project Executive Sponsor

In the October communication, we outlined some of the changes coming your way that will affect the way you support your team when Workday HCM launches in mid-2020. We recognize these changes will be significant for you and want to assure you Elara Caring is committed to your success. As such, we have initiated a comprehensive Change Management Strategy designed to support you and your teams through a seamless transition.

The Change Management Strategy is comprised of three elements:

- **Communication:** Targeted communications will announce key changes to processes, roles/responsibilities, and calls to action to various stakeholder groups affected by the implementation.
- **Training:** Our strategy is based on a hybrid approach of instructor-led training for targeted areas of HR and managers (more details to come), supplemented by training aids and in-system guidance to ensure that our team members have the tools they need to effectively utilize Workday.
- **Change Champion Network:** Our network of approximately 160 Workday Champions throughout Elara Caring represent every area of the organization impacted by this change. Our champions will be engaging with teams in their respective areas about the Workday implementation and creating two-way communications about process and technology changes.

What's new with Workday?

We'll be introducing a much more comprehensive Manager Self-Service capability to our Elara Caring leaders. Managers will now be empowered in one system featuring:

- Real-time access to your team's information to help make personnel decisions.
- The tools and ownership to manage your team, including performance reviews, job requisitions, compensation management, and more.
- Enhanced reporting and analytics that enables better business decisions.

Resources available to you:

Should you have questions, please use the Change Champion Link provided below to find a change champion in your area!

- <https://www.elara.com/workdaycc>