



Instructor Guide

Training Employees

Preparing for Your Presentation

- Make sure you give the employees enough **advanced notice** of the training session. The more you invest in your invitations, the higher the attendance will be and the more successful your Aesop rollout will be.
- Each of the employees should have a copy of the **Aesop Phone Guide for Employees** at the start of the presentation. You can find this guide in the Training and Reference Materials area of Aesop.
- A computer with an **Internet connection is necessary** so that you can demonstrate the Aesop Website. This computer should also be connected to an LCD projector and a sound system.
- A microphone with loudspeakers may be necessary for larger trainings.
- Plan for a **60 minute presentation** allowing for a question and answer time.
- Use an employee user ID and password that you are familiar with for demonstration purposes. It is a good idea to **set up a dummy record** for this and to practice with it ahead of time.
- We suggest that the training be “Hands off”. Having employees sitting at computers, especially in a large group, could stall your presentation considerably.

Suggested Format

- Introduce Aesop to the employees and describe what the benefits for them will be.
- Remind the employees to read their Welcome Letters since it contains their ID and PIN. If they have not received it, give them a date on which they can expect to receive their Welcome Letter.
- Create a fake absence for your “dummy employee” via the **phone** by calling into Aesop at **1-800-942-3767** (a microphone/speakerphone may come in handy).
- After the phone demonstration, login to **www.FrontlineK12.com/Aesop**. Enter your “dummy” employee’s ID and PIN to show them the sample employee website. Demonstrating the phone first will increase the comfort level of the employees that do not have regular web access.

- Play the **Basic Training Video** on this webpage to show the employees how to enter absences online, access absence history, and their change pin and personal information (phone number/email address).
- Play the **Advanced Training Video** to watch a demonstration of the rest of the Aesop website.
- **Watch both of these videos beforehand to judge the suitability of using these videos.** You may choose to forego one, or both, of the videos in favor of doing an actual live demonstration.