

# Qualified – Organization Wide Learning Program

## Philosophy

This program is designed to foster continuous learning and leadership within your organization, ensuring that employees at every level grow professionally while contributing to business success.

Each year focuses on a holistic view of learning about OpenSesame's business, teams, culture, tools, philosophy, and general company information.

This helps OpenSesame share knowledge, skills, mindset, and culture organization wide. Learning includes elearning and tasks for implementing learning or the application of learning

**“Commit yourself to lifelong learning. The most valuable asset you’ll ever have is your mind and what you put into it.”**

*– Brian Tracy*

# Learning @ OpenSesame

Developing the world's most productive & admired workforce.

## OpenSesame Qualified (getting qualified)

What we do &  
how do we do it



**New hire**  
30 - 90 days

Know my  
department  
& my role



**Onboarding**  
3 - 6 months

Understand  
our business



**Qualified**  
9 - 12 months

## Lifelong learning and growth (maintaining qualification)

Power skills,  
200/300 courses,  
industry expertise



**Role mastery**  
1 - 3 years



**Expert team**  
Mastery within your department

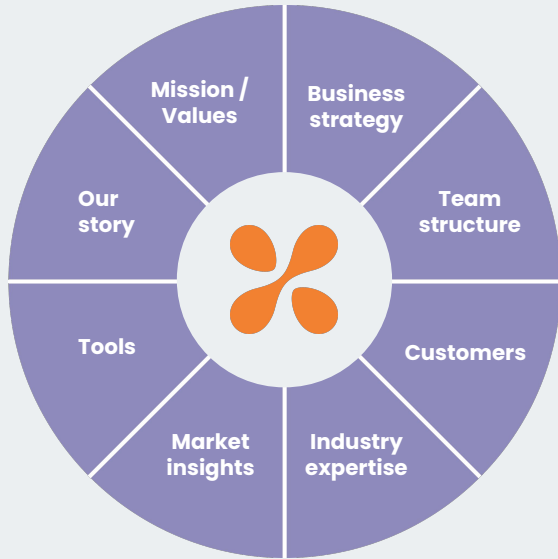
**Leadership Programs**  
Building future leaders

**New role**  
Explore adjacent career path

**Growth**  
1 - 5+ years

# The Learning Culture @ OpenSesame

## Organizational knowledge



## Professional development



## Personal growth



# Year 1: Getting Qualified – Learn

## Philosophy

Employees in their first year with OpenSesame will focus their training on learning about OpenSesame's business, teams, culture, tools, philosophy, and general company information. This will help new employees understand our business/industry and begin to understand how they impact the business in their role.

The comprehensive exam will give us an idea of the information employees retained from the course materials. The Qualified Board represents employees' opportunity to demonstrate that they understand and can apply the information to the business, their team, and their role.

# Year 1: Getting Qualified – Learn

## Qualification Requirements

### Elearning

- ❑ [Essential Expertise: Mandatory](#) - Compliance & policy acknowledgment.
- ❑ **(100 Level)** [Foundational Training 2](#) - Learning about our business.
  - ❑ Comprehensive Reinforcement - Covers general topics and information.
- ❑ [2024 Qualified: Weekly Courses](#) - Stay current on weekly course releases, **starting from your start date with OpenSesame.**

## Application of Learning

- ❑ **Department Officer (Leadership member) Approval**  
Conduct a meeting with your department's officer (Leadership member) to gain approval to sit for Qualified Boards. Your officer will put you on the Approval Sheet.
- ❑ **Schedule your board**  
Once you've received your officer's approval find a time that works for you on the [Qualified Board Sign-up](#).
- ❑ **Qualified Board:** [Qualified Board Study Guide \(study flashcards\)](#)  
Virtual meeting to determine employees' ability to apply information learned through Qualified Program. Focus is on the application of information to role, department, etc.

## Year 2: Maintaining Qualification – Do

As employees move into their second year of being Qualified they are focused on learning and understanding how to be proficient in their role, and gaining a deeper understanding of how their work contributes to the overall success of the business.

### Philosophy

Growth training provides employees the opportunity to guide their own learning by giving a selection of courses they can choose from to target their training on the things they can benefit from most.

OpenSesame believes that all employees should be continually learning and growing. Year two of qualification adds in the requirement to complete 40 hours of professional development. ProDev time (40 hours) in the second year of qualification can be used for completing OpenSesame Qualified coursework.

# Year 2: Maintaining Qualification – Do

## Requirements

### Elearning

- ❑ [Essential Expertise: Mandatory](#) – Compliance & policy acknowledgment.
- ❑ **(200 Level)** [Growth Training](#) – Complete the learning path of courses aligned with our values and universal expectations.
- ❑ [2024 Qualified: Weekly Courses](#) – Stay current on weekly course releases or [Managers' Weekly Learning Path](#)

### Application of Learning

- ❑ **Professional Development** – 40 hours per year, you select learning relevant to your role/team and/or desired skill development. Share [ProDev Plan](#) in this form.
- ❑ **(Optional) Board Panelist**  
*Volunteer to sit as a Qualified Board Panelist – Qualified Board Sign-up*

# Year 3 and Beyond: Giving Back

## Philosophy

As employees progress through the Qualified Program and are becoming masters in their role. Year 3 and beyond is their opportunity to give back and help their fellow employees through a number of team manager approved activities. These activities are intended for seasoned employees to impart their knowledge and help their peers grow and develop.

Professional Development during the third year is expected to be specific to the employees role, or desired role, and should result in some significant skill increase, new skill acquisition, or certification. Professional development in year three must be approved by the employees Manager.



# Year 3 and Beyond: Giving Back

## Qualification Requirements

### Elearning

- ❑ [Essential Expertise: Mandatory](#) - Compliance & policy acknowledgment.
- ❑ [2024 Qualified: Weekly Courses](#) - Stay current on weekly course releases. [Managers' Weekly Learning Path](#)

### Application of Learning

- ❑ Professional Development - 40 hours per year, you select learning relevant to your role/team and/or desired skill development. Share [ProDev Plan](#) in this form.
- ❑ Giving Back Activities, options on the next slide for more information ([Manager form](#) to complete)

# Year 3 and Beyond: Giving Back (cont.)

## Complete ONE of these:

- Create a Qualified course
- LEAN Initiative
- Alchemy Project
- Lead an ERG
- Leadership Program

## OR 2 of these

- Act as course SME
- Shadowing/new hire training
- Mentor
- Knowledge Share/ChatGPT Clinic
- Lead a book club
- Candidate interviews
- Update or create a Simon course
- Lead a team meeting
- Present for ERG/DEI
- Act as Board Panelist
- Participate on Advisory Panel
- Write blog/industry article
- Team playbook/intranet
- Create a 'new hire' course list for your role
- Curation Storytelling Certificate
- Speak at a Conference for OpenSesame
- Leading a wellness challenge team