

# Adapting to Hybrid Training

Learn How to Adapt Your Existing Training Materials  
to Feature-Rich Digital and Mobile Formats in  
Minutes



SharedBook

# The Shift to Hybrid Work

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Company policies on remote work are evolving. How do you adapt your training materials to serve a growing range of needs?

In an article titled "**The 7 Areas Dominating Future of Work Trends in 2022**", Korn Ferry examines how the workplace has changed nearly two years since the beginning of the pandemic. For those wondering when office life will return to normal, their observations are sobering.

A scarcity of talent is being driven by a wave of retirements, a shortage of employees with skills required to support digital innovation, and growing confidence among workers that now is the time to flex their muscles and secure jobs more aligned with their professional goals and desires.

As remote work becomes a preference for many employees and talent scarcity forces organizations to hire talent where they can find it, training professionals and organizations face a growing challenge of training people when, where, and how they want to be trained

As this new world of work evolves, training providers need ways to quickly adapt to hybrid learning demands while staying focused on their core training operations.





# Barriers

Serving this growing range of needs can be a time-consuming and costly headache for training organizations.



How can we keep our intellectual property secure while distributing content in digital formats?



How can we meet the demand for digital and mobile without giving up traditional print alternatives?



How can we deliver in multiple formats without creating separate versions for each?



SharedBook's view is that meeting participant demand for the digital and mobile formats that enable hybrid learning should be a simple extension of your current materials, and not require reauthoring them.

With this in mind, we asked ourselves how we could give training professionals the flexibility they need to meet a wide array of demand for print and digital versions of their training materials, while also providing a solution that is easy, secure, and affordable.

The SharedBook platform is designed to start with your existing training materials, wrap them in security features and user tools, and allow you to easily distribute them to digital devices or deliver printed copies all from a single administrator workflow.



# STEP 1

## Upload



Simply upload any print-ready PDFs, PowerPoints, or Word docs that accompany your training sessions now.



Don't worry – participants won't have access to the native files!



Your materials are automatically converted into secure, mobile-ready digital versions ready for immediate distribution.

## STEP 2

### Enhance



Your content is all digital now so let's make it more interactive and engaging.



You can upload Video files as easily as you upload documents and place those videos to play within your book without needing to maintain a separate print version.

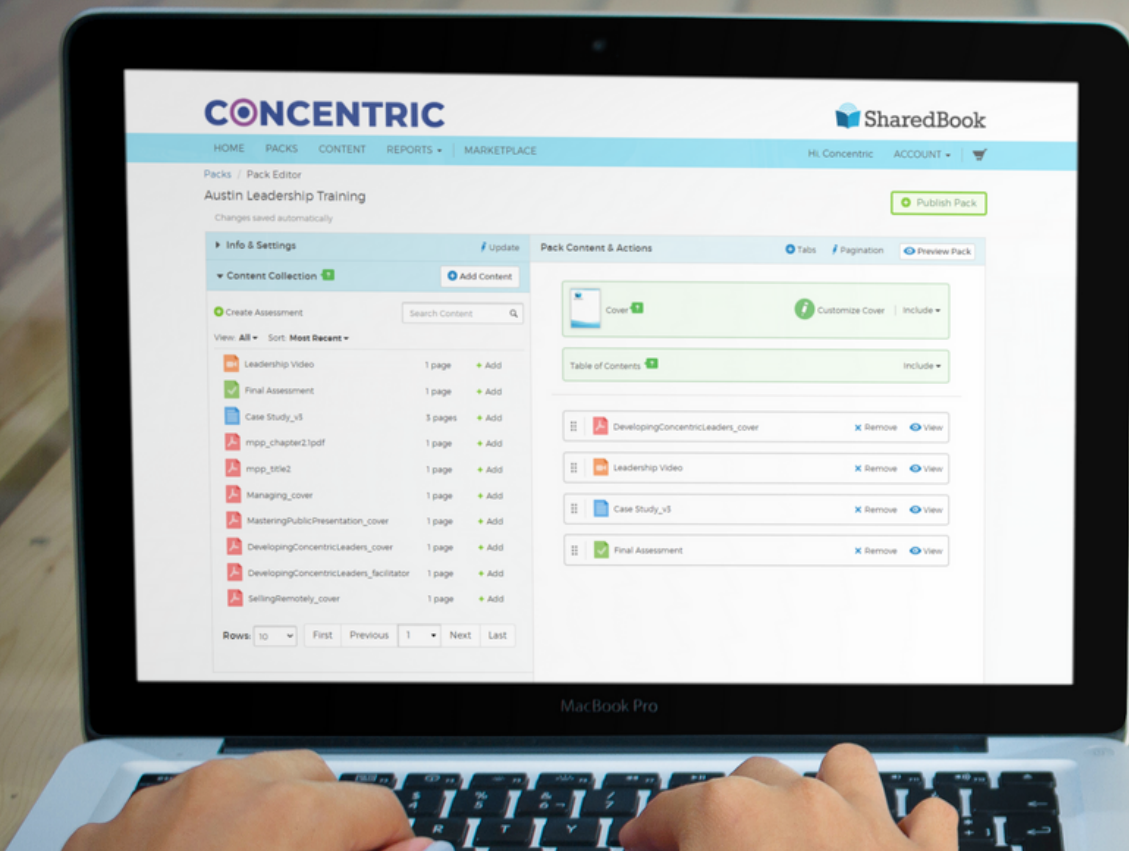


You can also add online Assessments or Quiz questions anywhere you want, and add Links to take participants to external resources or interact with other websites.



# STEP 3

## Mix & Match



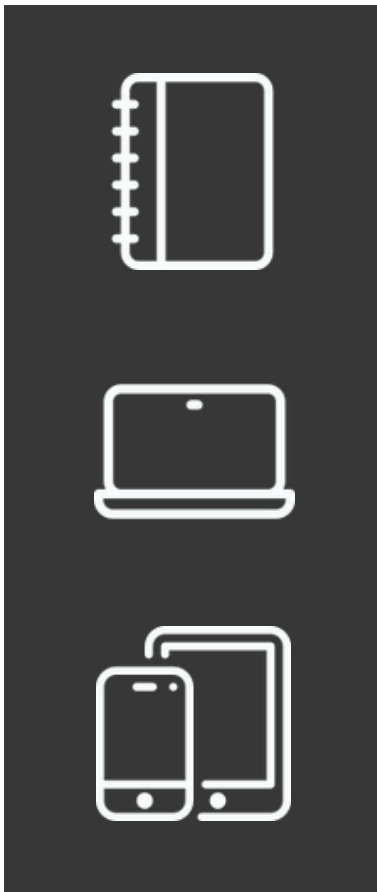
You can mix and match the content you upload to **tailor training resources for specific clients and sessions.**

If you haven't already, you may want to upload each workbook chapter or module individually too.

Then your admin can mix & match to tailor exactly the right material for different sessions, clients, brands, or cohorts. It's easy – it's a lot like making a playlist of songs on your phone!

# STEP 4

## Distribute



You can distribute Secure Digital & Mobile links to participants via email or provide a quantity of single-use access codes for clients to distribute to their users as needed. Participants can take notes, highlight, and search online or offline on any device. However, they can't send someone else a copy or do anything else except what you specifically decide to permit.

In addition, you can easily manage Print only, Digital-only, and Print + Digital from a single platform. You can even give digital recipients the option to purchase one (but only one) printed copy of the same title.





# STEP 5

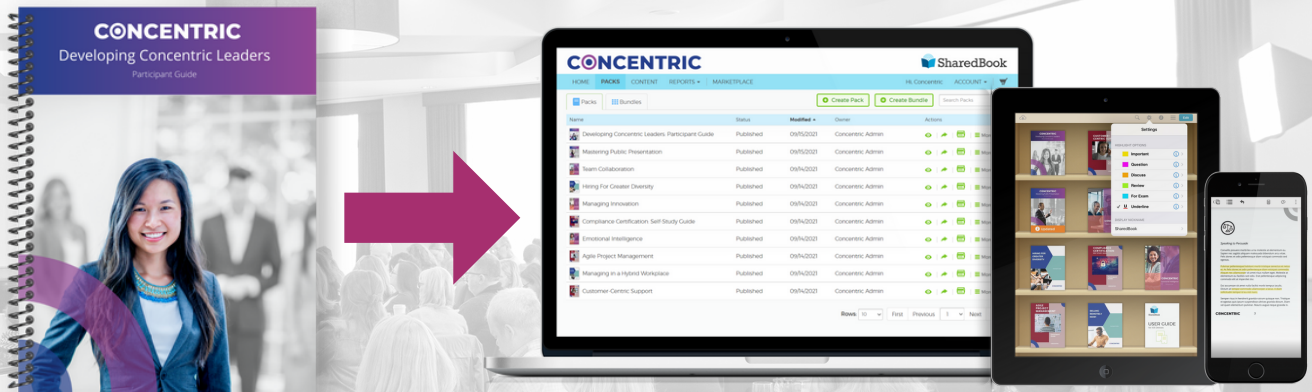
## Track



With SharedBook, you can easily track user engagement and activity.

Your content is under your control. You can update or withdraw distributed materials as needed. Administrators can see high-level Analytics to understand how specific materials are being used and track participant activity by user and by pack through detailed usage Reporting.

# Easy. Affordable. Secure.



## Learn More

Watch the video below to learn more about SharedBook.



Learn more about the SharedBook platform in this video:  
[www.sharedbook.com/flexible-training-materials-delivery](http://www.sharedbook.com/flexible-training-materials-delivery)