

Implementation checklist for administrators

Use this helpful checklist to get the most from your LinkedIn Learning implementation.

Building a team

- ☐ Recruit executive sponsors
- ☐ Include cross-functional partners
- ☐ Set learning goals

[Learn more](#)

Using the product

- ☐ [Watch the course *Getting Started as a LinkedIn Learning Admin*](#)
- ☐ [Watch the course *How to Use LinkedIn Learning*](#)

Adding learners

- ☐ Review technical documents and choose a login method
- ☐ Make sure all designated learners have access

[Learn more](#)

Spreading the word

- ☐ Create a communications plan
- ☐ Execute your pre-launch
- ☐ Execute your formal launch
- ☐ Conduct ongoing communications

[Learn more](#)

Measuring success

- ☐ Track the impact of your outreach efforts
- ☐ Optimize communications

[Learn more](#)