

Just-in-Time Training



Simplifying Knowledge Sharing For the Modern Workplace

Join our informative webinar to explore the benefits of Just-in-Time Training. Learn how to create immediate, relevant training materials using accessible tools like PowerPoint, SnagIt, Scribe, WebEx/Teams, and Microsoft Copilot, enhancing efficiency and knowledge retention in your finance departments.

Meet Our Training Experts

Introducing Erika Hlywiak and Autumn Weatherholt
Weatherholt from the Clerk of the
Circuit Court & Comptroller, Palm
Beach County



Erika Hlywiak

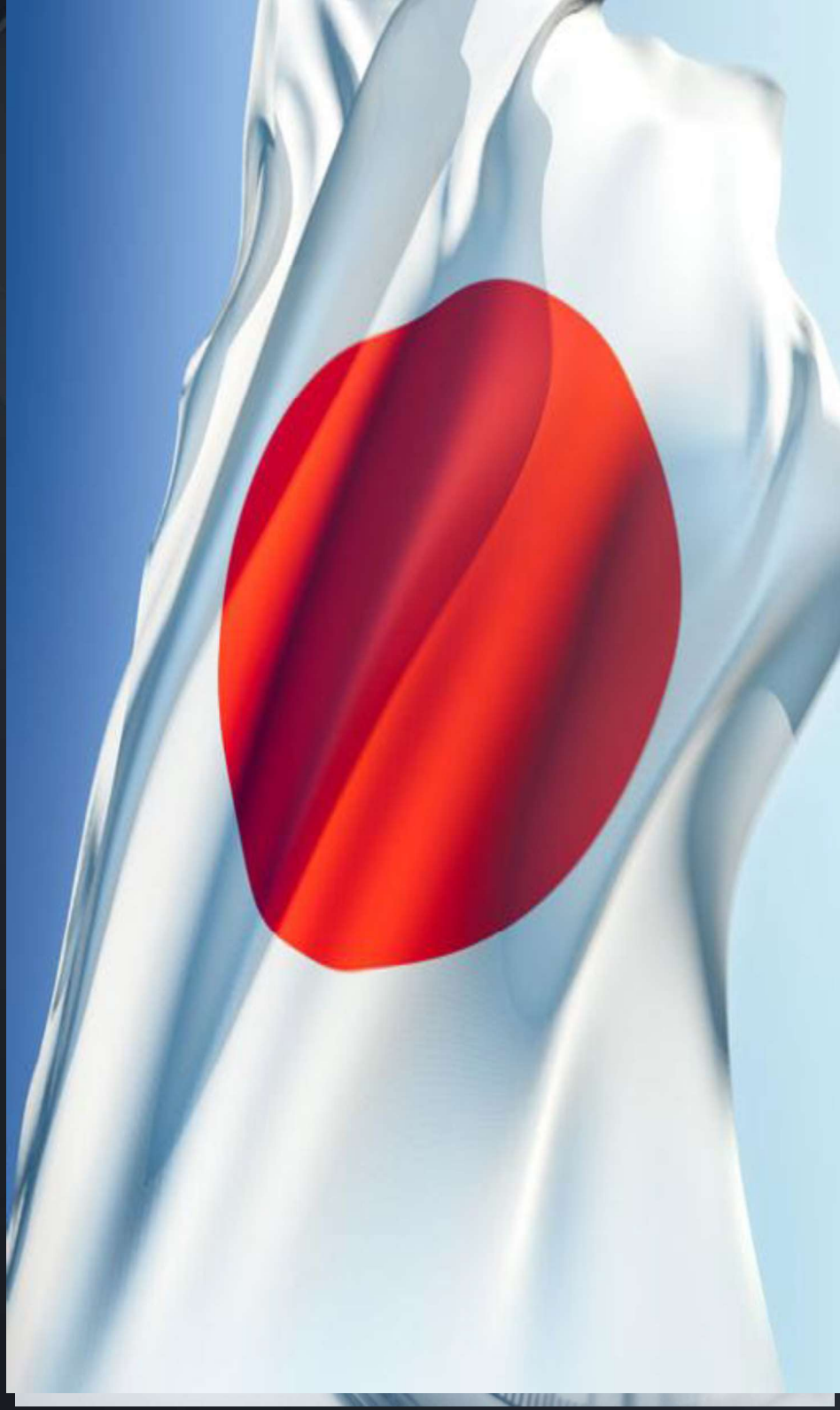
Supervisor of Training

Autumn Weatherholt

Technical Trainer, Sr.



History of Just-in-Time



Why Just-in-Time Training Matters?

Key benefits driving efficient and scalable training solutions



No dedicated training team? No problem



Speed and simplicity drive implementation



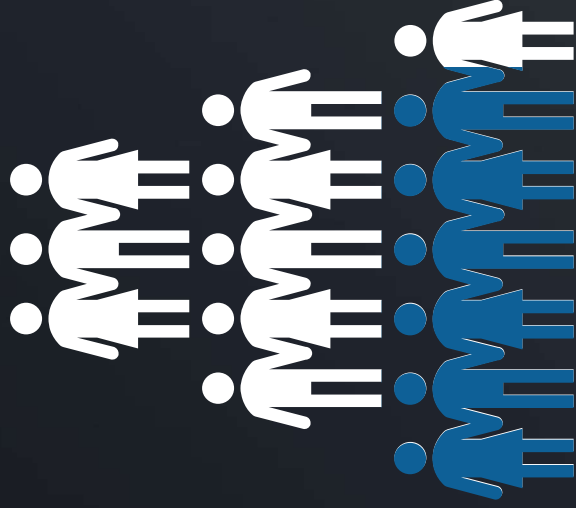
Supports succession planning and consistency



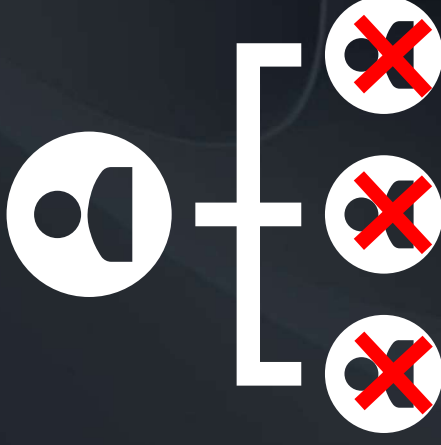
Quick tools enable scaling and sharing

The Knowledge Crisis: Challenges and Solutions

Addressing Training Challenges with Just-in-Time Solutions



40 % employees leave



35% of organizations have a
succession plan



49-89 hours to develop
1 hour of formal training

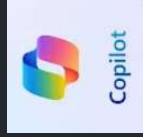


Question: Identifying Your Workplace Training Challenges

What's the biggest training challenge in your workplace?

- | | | |
|-----------|------------------|--|
| A) | No Training Team | Many workplaces lack a dedicated team to manage training efforts |
| B) | Slow Creation | Training materials often take too long to develop and implement |
| C) | No Documentation | Absence of standardized procedures leads to inconsistent training delivery. |
| D) | Verbal Transfer | Overreliance on spoken knowledge transfer risks losing critical information. |

Tools We'll Explore



PowerPoint

Snagit

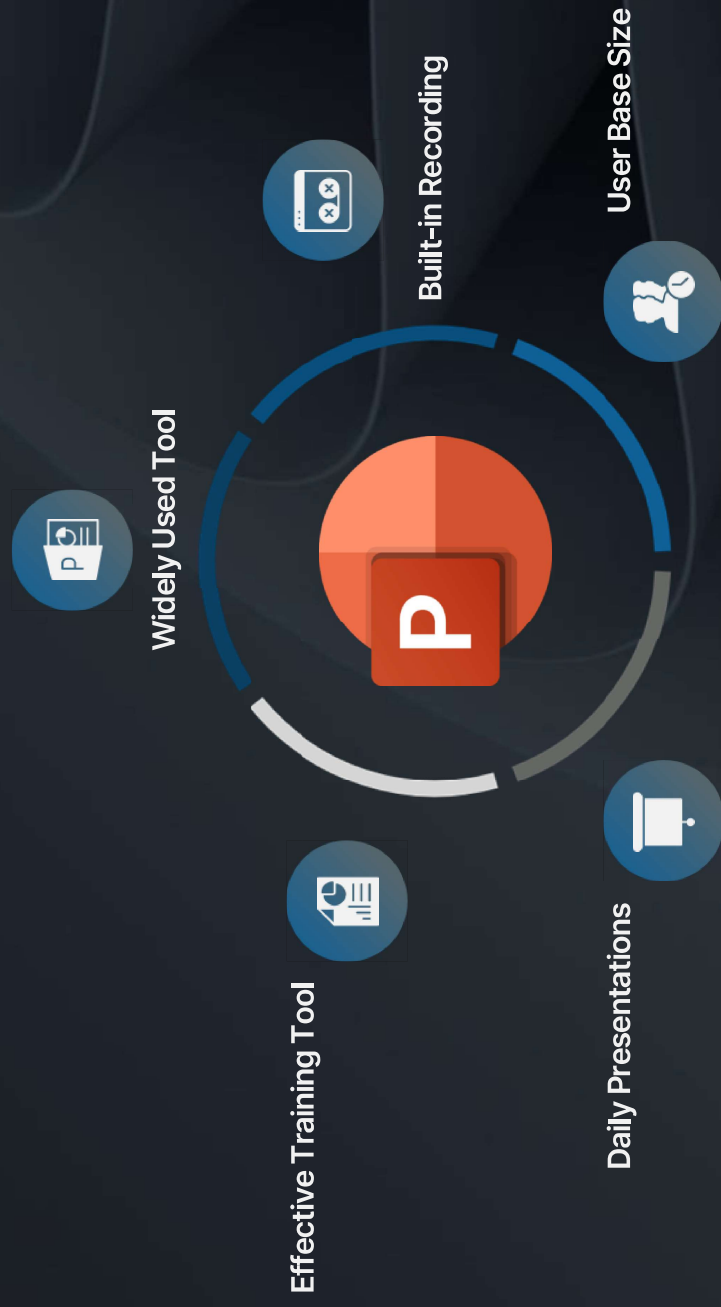
Scribe

WebEx/ Teams

Microsoft Copilot

Why use Microsoft PowerPoint?

A popular presentation tool with built-in recording features and vast global usage



Key Features of Microsoft PowerPoint

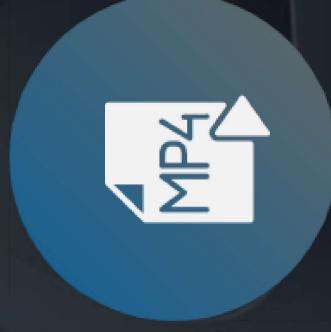
Discover essential tools for creating engaging training presentations globally



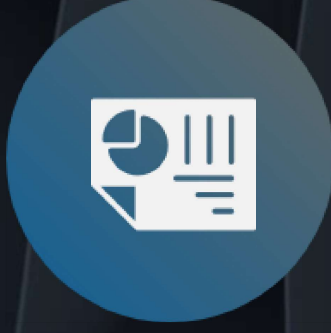
Record narration over
slides or demos



Add callouts to highlight
important fields



Export presentations as
MP4 videos

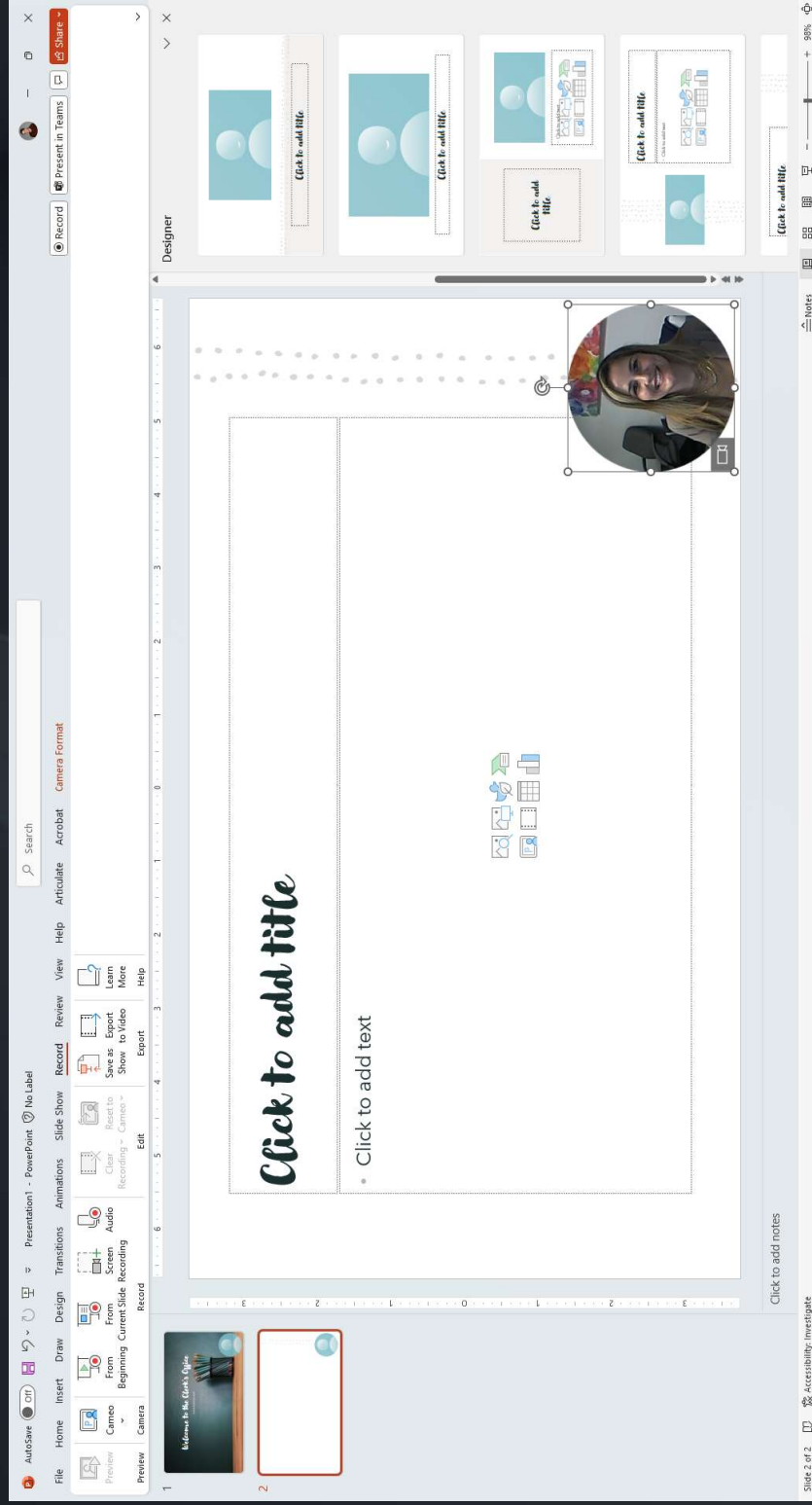


Works well with
screenshots and demos

PowerPoint



PowerPoint

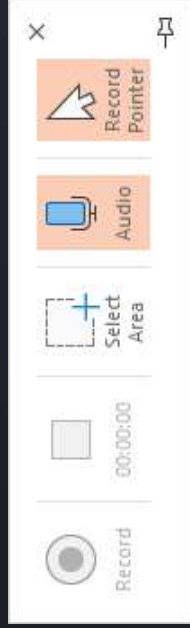
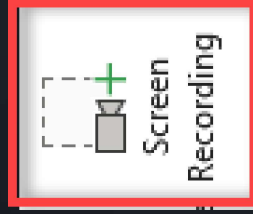






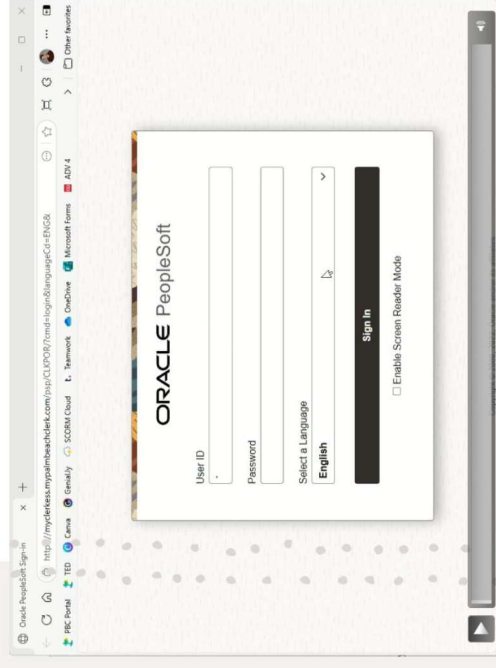
Browse

PowerPoint



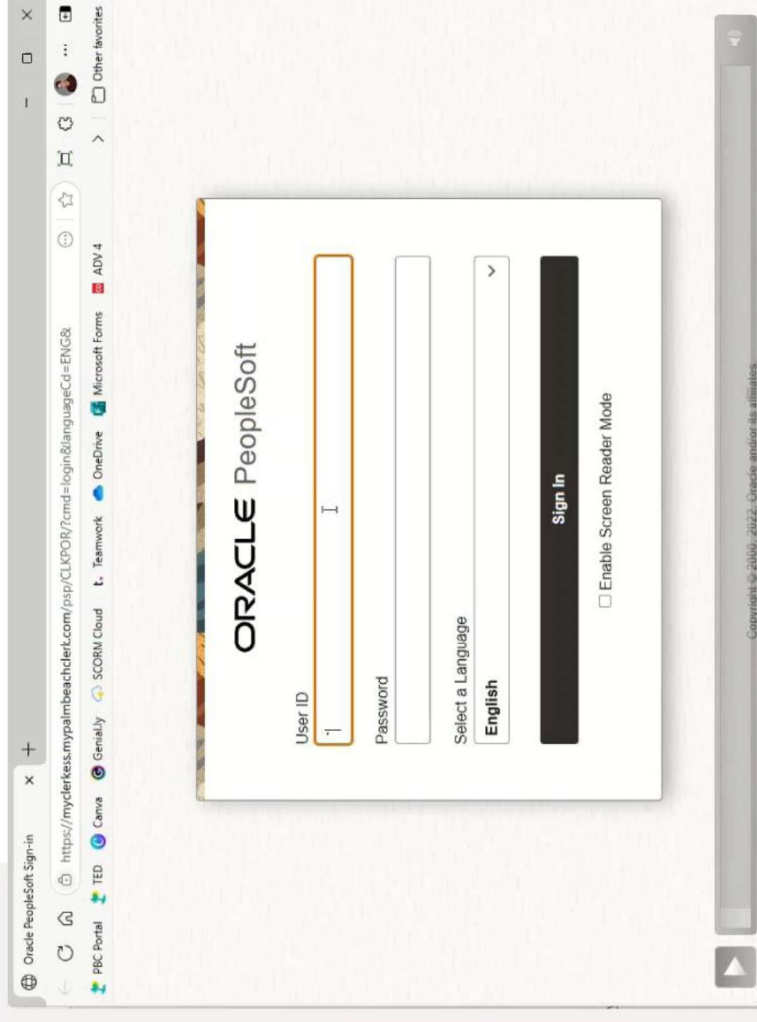
Enter Time in Time & Labor

1. Log in to PeopleSoft
2. Click on the Time
3. Click on the Enter Time
4. Add row(s) for the applicable Time Codes. Example: Office, Work From Home
5. Enter the hours worked for each day
6. Once you complete Week 1 of 2, click on the arrow to move to week 2
7. Follow the same steps to update the Time Reporting Code and hours worked
8. The total should equal 80 hours then click Submit
9. Click on the I agree to acknowledge your time
10. click Accept and Continue



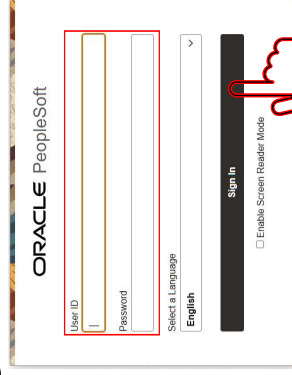
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Enter Time in Time & Labor

1 Log in to PeopleSoft



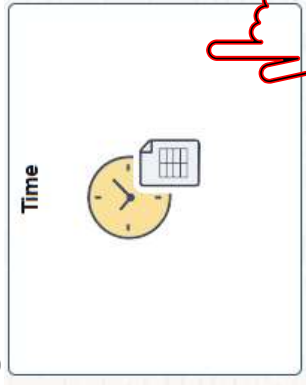
ORACLE PeopleSoft

User ID
Password

Select a language
English

Sign In
☐ Enable Screen Reader Mode

2 Click on the Time



Time

08/09/25 - 08/22/25

Reported 1.000

Scheduled 80.000

3 Click on the Enter Time



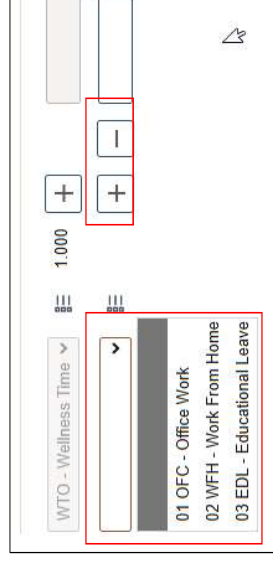
Enter Time

08/09/25 - 08/22/25

Reported 1.000

Scheduled 80.000

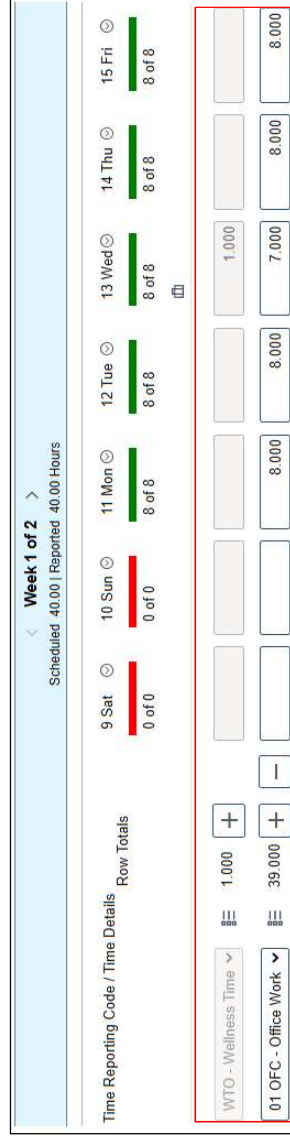
4 Add row(s) for the applicable Time Codes. Example: Office, Work From Home



WTO - Wellness Time	1.000	+	-
01 OFC - Office Work		+	-
02 WFH - Work From Home		+	-
03 EDL - Educational Leave		+	-

5 Once you complete Week 1 of 2, click on the arrow to move to week.

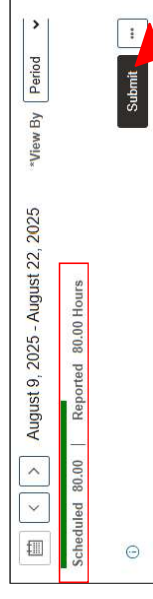
Follow same steps to update the Time Reporting Code and hours worked



Time Reporting Code / Time Details	Row Totals	WTO - Wellness Time	01 OFC - Office Work
9 Sat 0 of 0			
10 Sun 0 of 0			
11 Mon 8 of 8			
12 Tue 8 of 8			
13 Wed 8 of 8			
14 Thu 8 of 8			
15 Fri 8 of 8			
Scheduled 40.000 Reported 40.000 Hours			

6

The total should equal 80 hours then click Submit



Time Reporting Code / Time Details	Row Totals	WTO - Wellness Time	01 OFC - Office Work
9 Sat 0 of 0			
10 Sun 0 of 0			
11 Mon 8 of 8			
12 Tue 8 of 8			
13 Wed 8 of 8			
14 Thu 8 of 8			
15 Fri 8 of 8			
Scheduled 80.00 Reported 80.00 Hours			

7

Check the I agree to acknowledge your time and click Accept and Continue

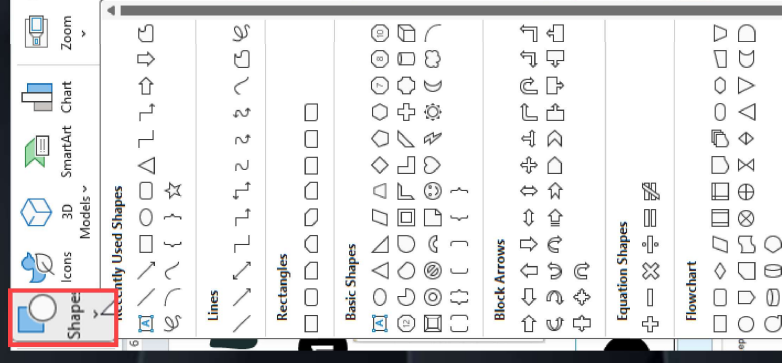


Acknowledge Reported Time

I certify that my time reported is an accurate representation of the time worked, assignments and any absences in this pay period.

☒ I Agree

Accept and Continue



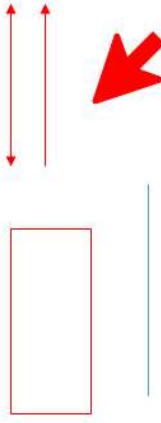
Template Slide



Template

Use Shape Format to change colors

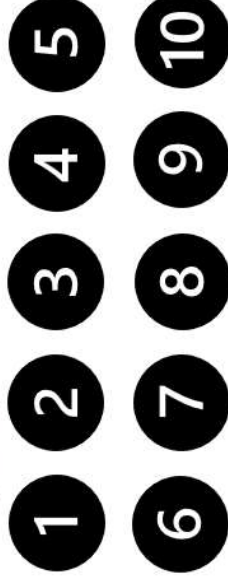
- Instructional/Navigation Shapes



- Highlight



- Step Shapes



- Icons



When to Use PowerPoint for Just- in-Time Training

Key moments to apply PowerPoint for effective and timely training delivery

- 01 **Onboarding new hires before start date**
Send a link
- 02 **Capturing knowledge before retirement**
Preserve critical expertise
- 03 **Explaining updates to processes**
Clarify new steps
- 04 **Sharing procedures across departments**
Ensure consistent practices





Question: Identifying a Screen Recording Tool

Which tool allows you to record your screen directly within slides and add narration?

- A) Snagit
- B) PowerPoint
- C) Scribe
- D) Copilot



Question: Identifying a Screen Recording Tool

Which tool allows you to record your screen directly within slides and add narration?

B) PowerPoint

Enhancing Visual Learning with Snagit

Utilizing Snagit for effective visual training materials creation



01 Capture any screen with Snagit.

Easily capture full screens or specific areas for training materials.

02 Annotate for clarity and impact.

Use arrows and text boxes to enhance understanding and retention.

03 Create instructional videos quickly.

Record short videos with voice narrations for effective training.

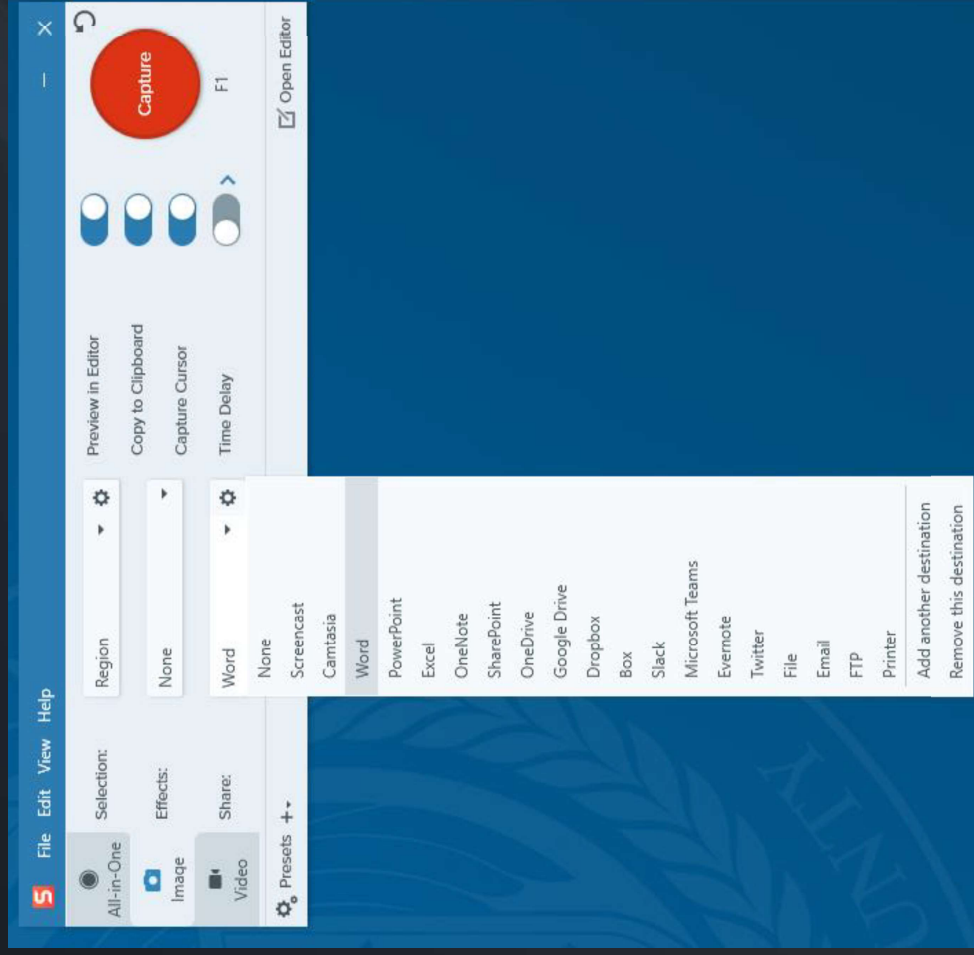
04 Document step-by-step

Ideal for creating visual job aids during training sessions.

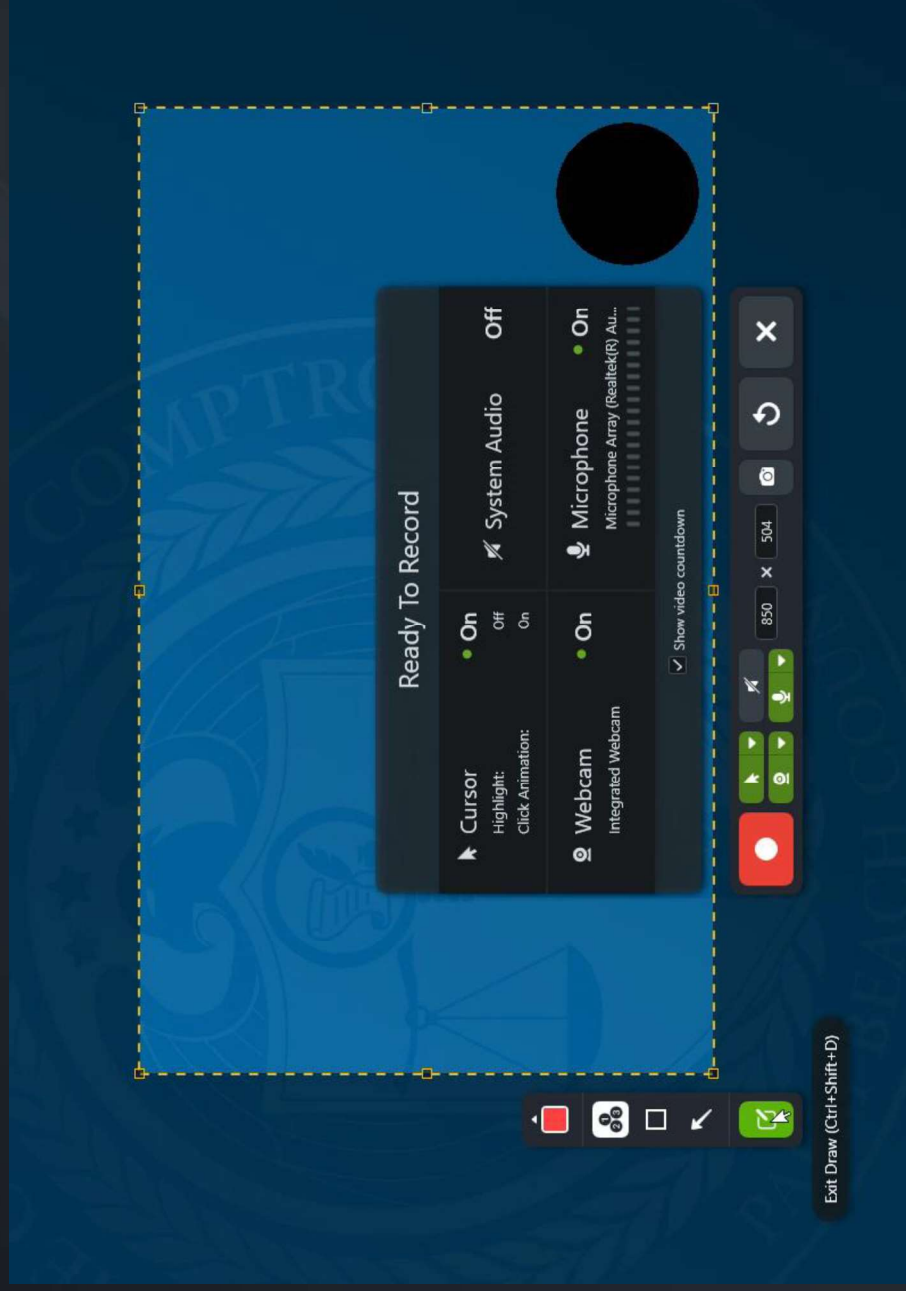
05 Support onboarding processes effectively.

Streamline onboarding with clear, visual training materials.

SnagIt



Snagit



Snagit



2025-08-13_08-18-04.mp4 - Snagit Editor

File Edit Image Video Share View Help
Library Assets Capture Create

Undo Redo Search in Menu

Menu

Employee Self Service

Remote Worker

Company Directory

Time

Personal Details

My Performance

Benefit Details

My Payroll

W-2/W-2c Consent

W-2/W-2c Forms

Cut Out Save As New Video Cancel

00:45 03:16

Add Videos

1052 x 684px

Hide Recent Tag

Snagit



2025-08-13_08:18-04.mp4 - Snagit Editor

File Edit Image Library Assets Capt

Undo Redo In Menu

Create

- Image from Template**
Add images and text to a template to show a process or share information.
- Video from Images**
Narrate and mark up a set of images to show a process or share information.

Share Link Copy All Edit in Camtasia

1 of 3

Company Directory

Time

My Performance

Benefit Details

W-2/W-2c Consent

W-2/W-2c Forms

Personal Details

My Payroll

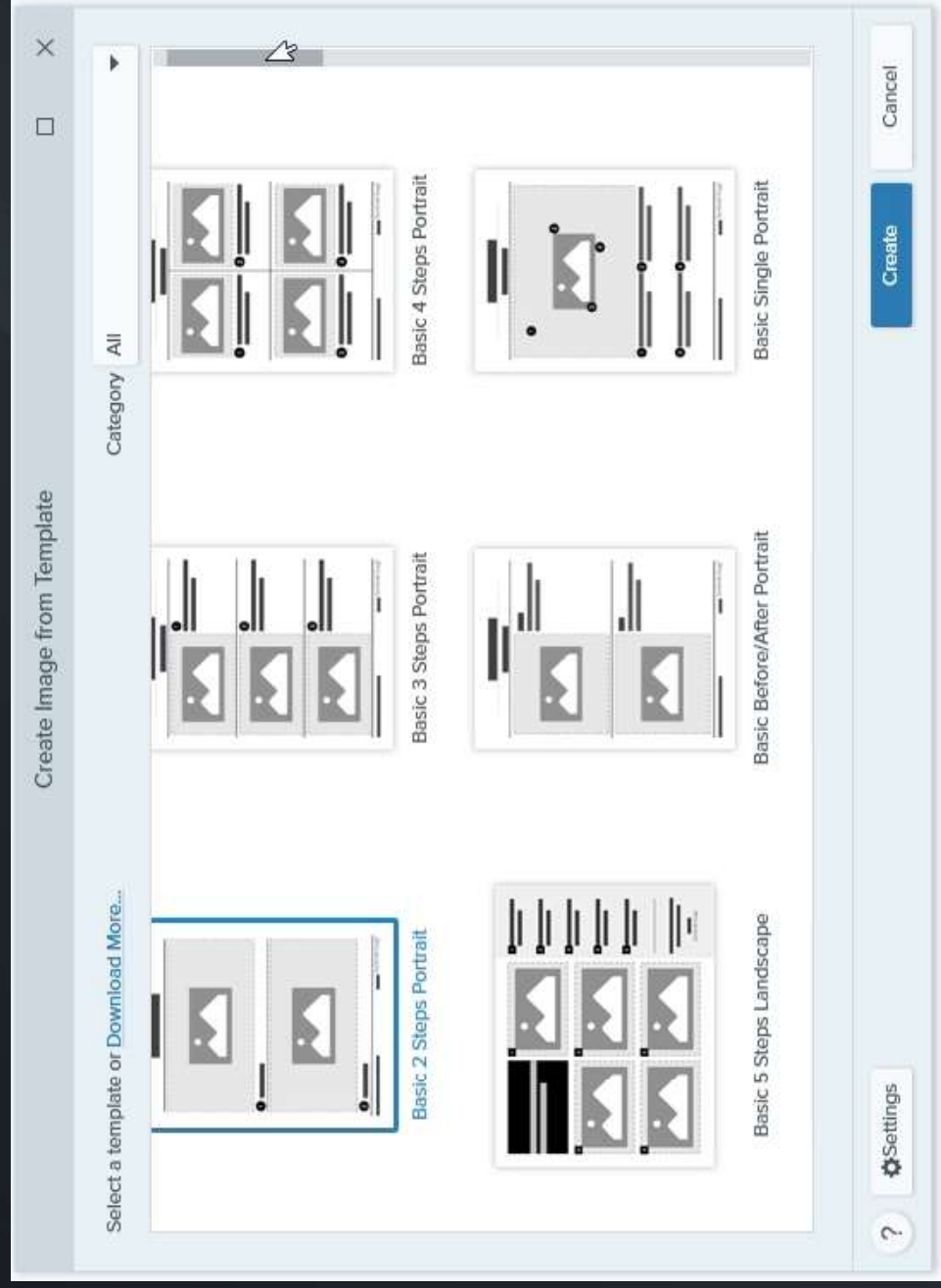
00:27 03:16

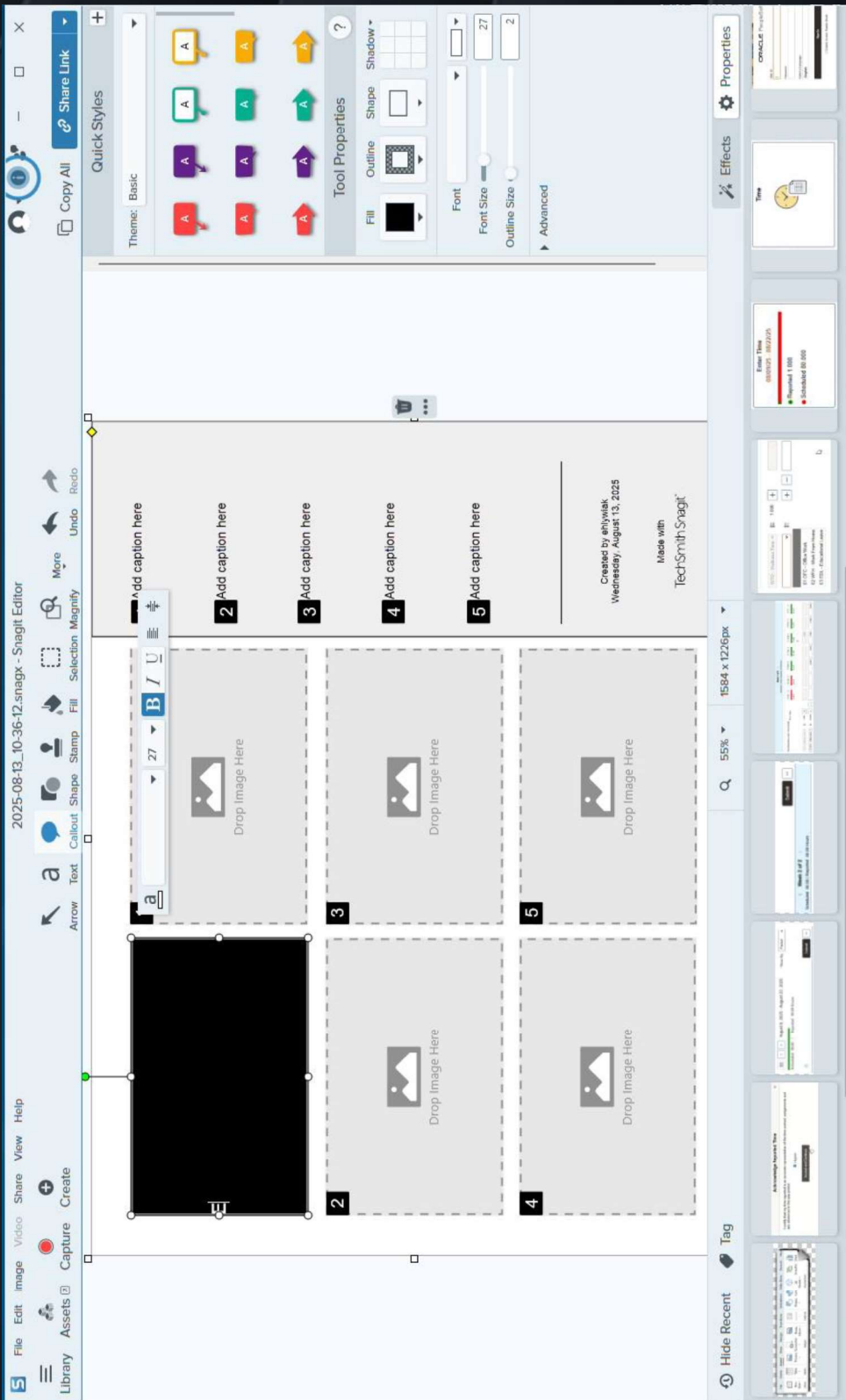
Hide Recent Tag

1052 x 658px

Add Videos

Snagit









Snagit

File Edit Image Video Share View Help

Library Assets Capture Create

2025-08-13_10-36-12.snagit - Snagit Editor

Copy All Share Link

Arrow Text Callout Shape Stamp Fill Selection Move Undo Redo

More

1 Log in to PeopleSoft

2 Click on the Time Tile

3 Click on Enter Time tile

4 Select Time Reporting Code. Example Office or Work From Home. Click on the Plus sign to add additional lines

5 Add caption here

1

2

3

4

5

ORACLE PeopleSoft

Enter Time

08/09/25 - 08/22/25

Reported 1 000

Scheduled 80 000

WTD - Wellness Time

01 OFC - Office Work

02 WHH - Work From Home

03 EOL - Educational Leave

Tool Properties

Quick Styles

Theme: Basic

Fill Outline Shape Shadow

Thickness 3

Opacity 100

Line Style

Effects Properties

Enter Time

08/09/25 - 08/22/25

Reported 1 000

Scheduled 80 000



Snagit



Snagit interface showing a screenshot of a web page with annotations and toolbars.

Top Toolbar: Arrow, Text, Callout, Shape, Stamp, Fill, Selection, Magnify, More, Undo, Redo, Copy All, Share Link.

Left Panel: Includes a "Made with TechSmith Snagit" watermark and three numbered boxes (6, 7, 8) with the text "Add caption here".

Right Panel: Includes a "Tool Properties" section with a "Theme" dropdown (set to "Basic"), a "Quick Styles" section with a grid of 12 icons, and a "Tool Properties" section with "Outline" (red square), "Shape" (white rectangle), "Magnify" (125%), and "Line Width" (4).

Bottom Panel: Includes a "Week 2 of" section with a "Submit" button and a "Schedule" section with a "Schedule" button. A red circle highlights the "Schedule" button.

Bottom Right: Includes a "Week 2 of" section with a "Submit" button and a "Schedule" section with a "Schedule" button. A red circle highlights the "Schedule" button.

Enter Time In PeopleSoft

1 Log in to PeopleSoft

2 Click on the Time Tile

3 Click on Enter Time tile

4 Select Time Reporting or Work From Home. Click on the Plus sign to add additional lines

5 Follow same steps to add additional lines

6 Once you complete Week 1 of 2, click on the arrow to move to week.

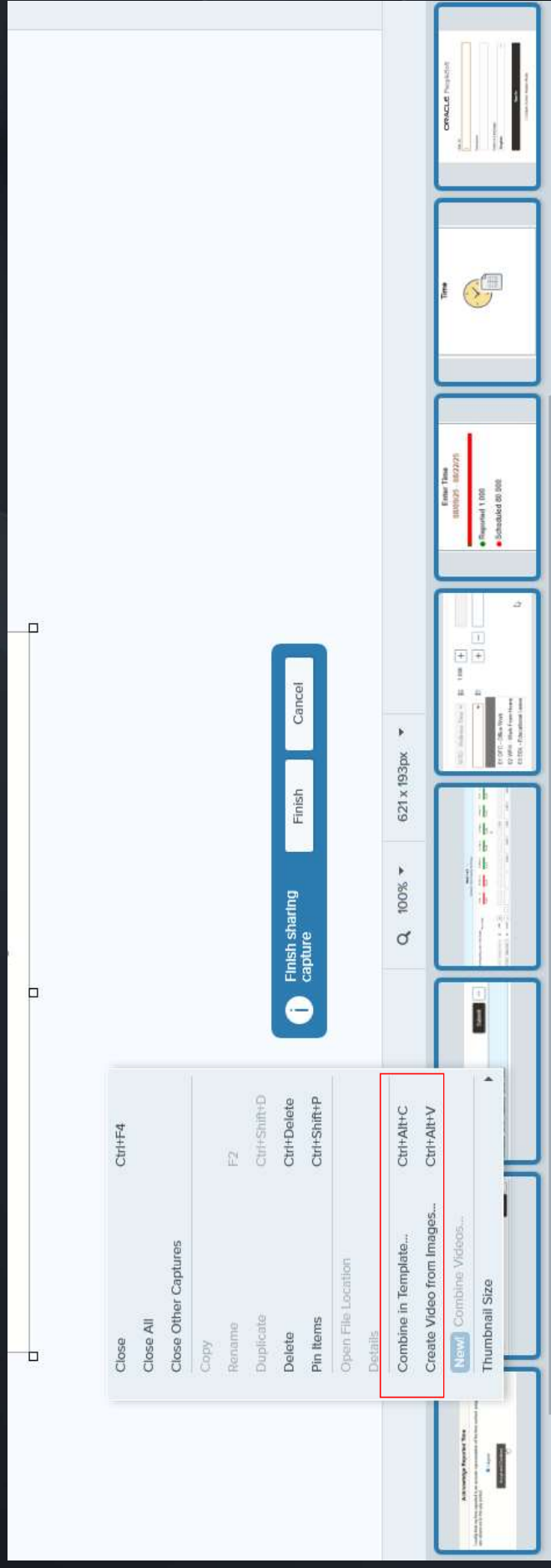
7 The total should equal 80.00 hours. Then click Submit

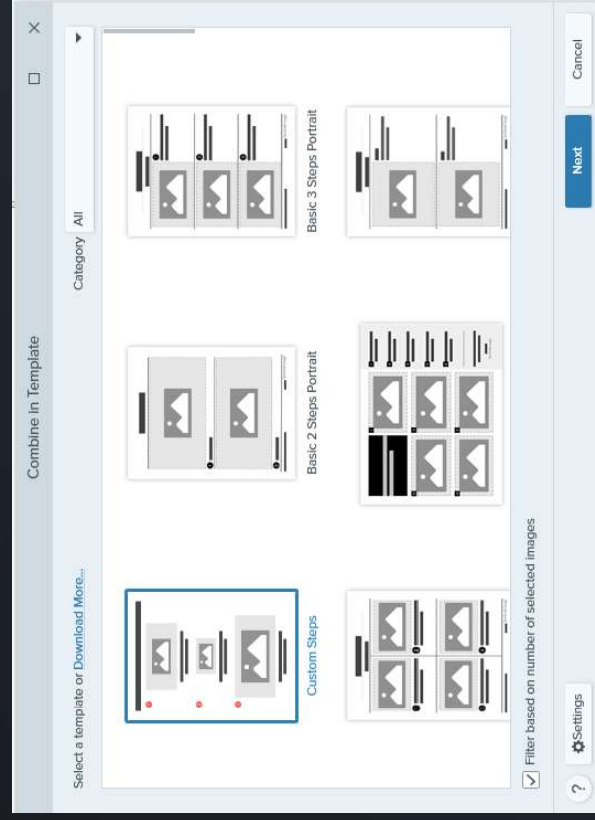
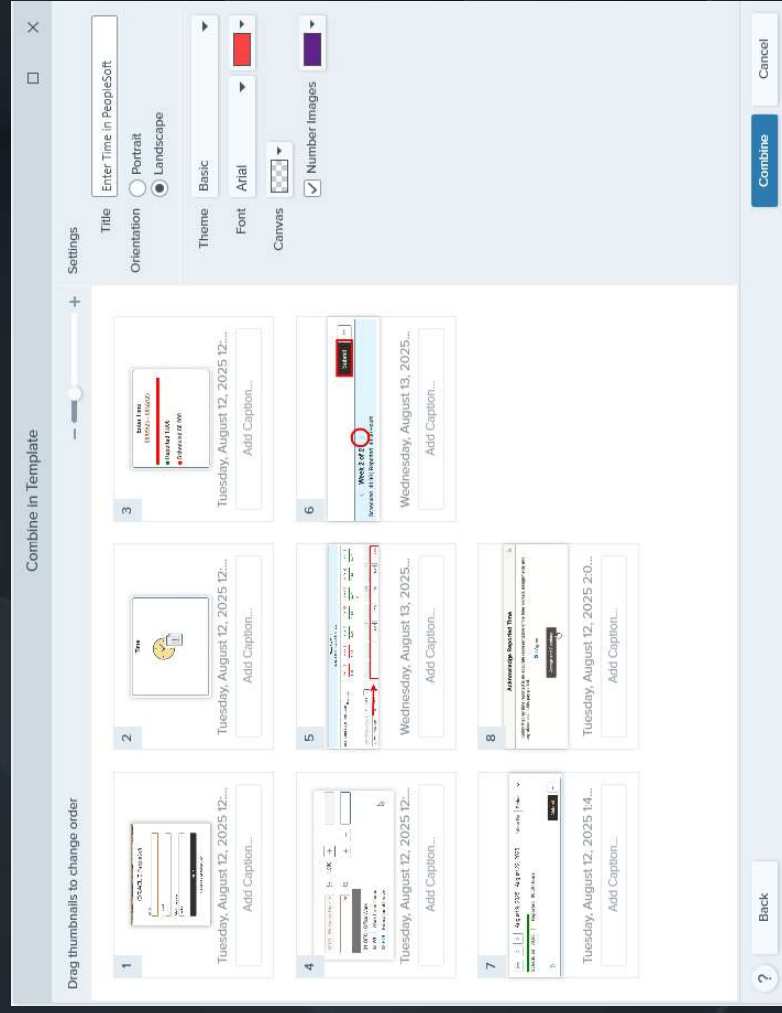
8 Check the I agree to acknowledge your time and click Accept and Continue

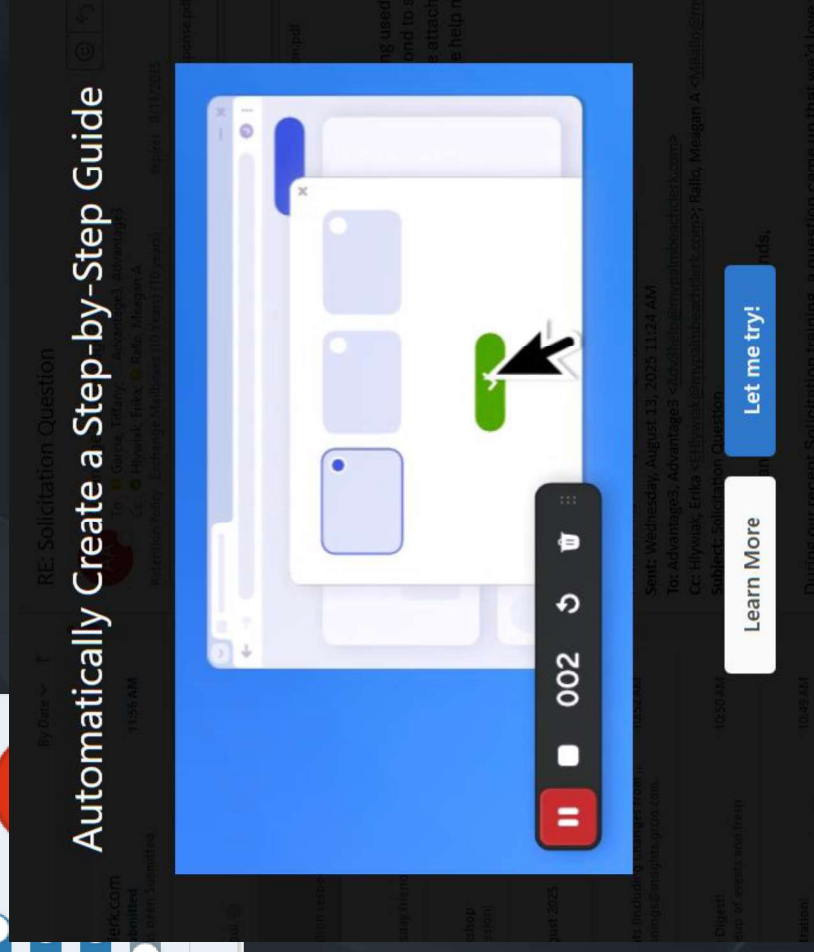
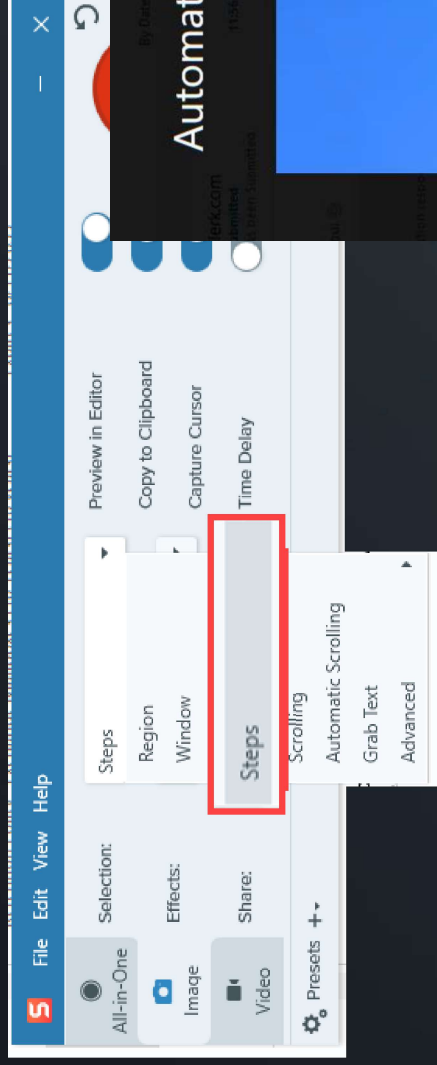
Tips & Reminders:

- Make sure 80 hours is reported before submitting
- Paid time off and Holiday will display on your timesheet
- Employees must be submitted every other Friday and must be acknowledge by employee
- A reminder email from PeopleSoft will be sent before and on Fridays

Created by enigma
Wednesday, August 13, 2025







2

When to Use SnagIt for Just-in-Time Training

Key moments to apply SnagIt for effective and timely training delivery

- 01 **Onboarding new hires before start date**
Send a link
- 02 **Capturing knowledge before retirement**
Preserve critical expertise
- 03 **Explaining updates to processes**
Clarify new steps
- 04 **Sharing procedures across departments**
Ensure consistent practices





Question: What feature does Snagit offer for creating visual guides?

- A) Live meeting recording
- B) Automated workflow capture
- C) Screen recording with annotations
- D) AI-powered document summarization

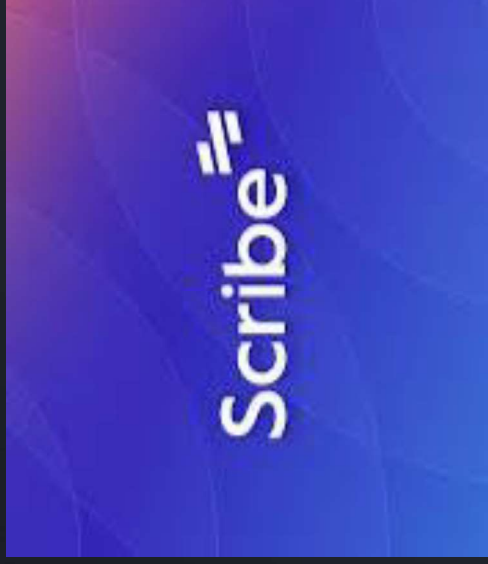


**Question: What feature does Snagit offer
for creating visual guides?**

C) Screen recording with annotations

Taking to the next level with Scribe AI

Scribe captures your workflow and turns it into a step-by-step guide — automatically.



- 01 Works with web and desktop apps
- 02 Auto-screenshots with descriptions
- 03 Export to PDF, share via links, or embed in wikis
- 04 Perfect for scalable documentation

Make software make sense

Capture and share your team's expertise with smarter documentation

How will your team use Scribe?



Onboard new hires



Create SOPs



Build training docs



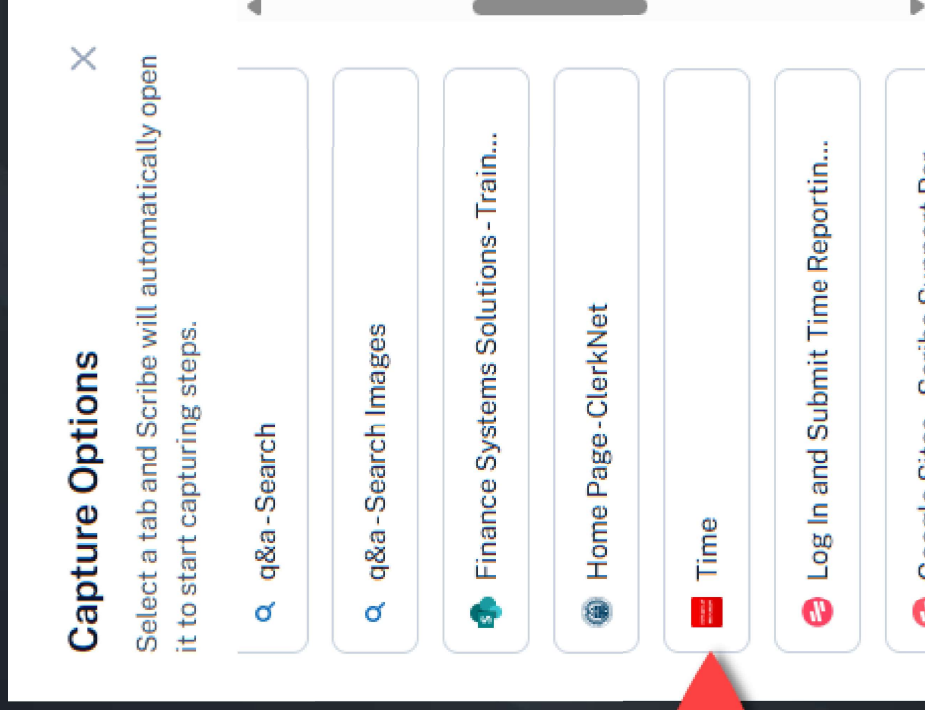
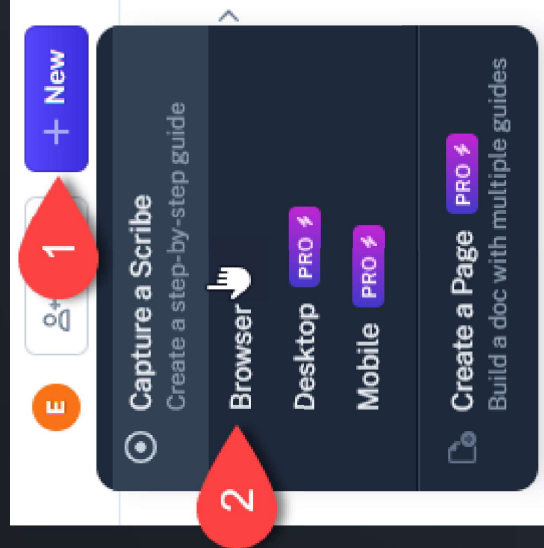
Answer questions

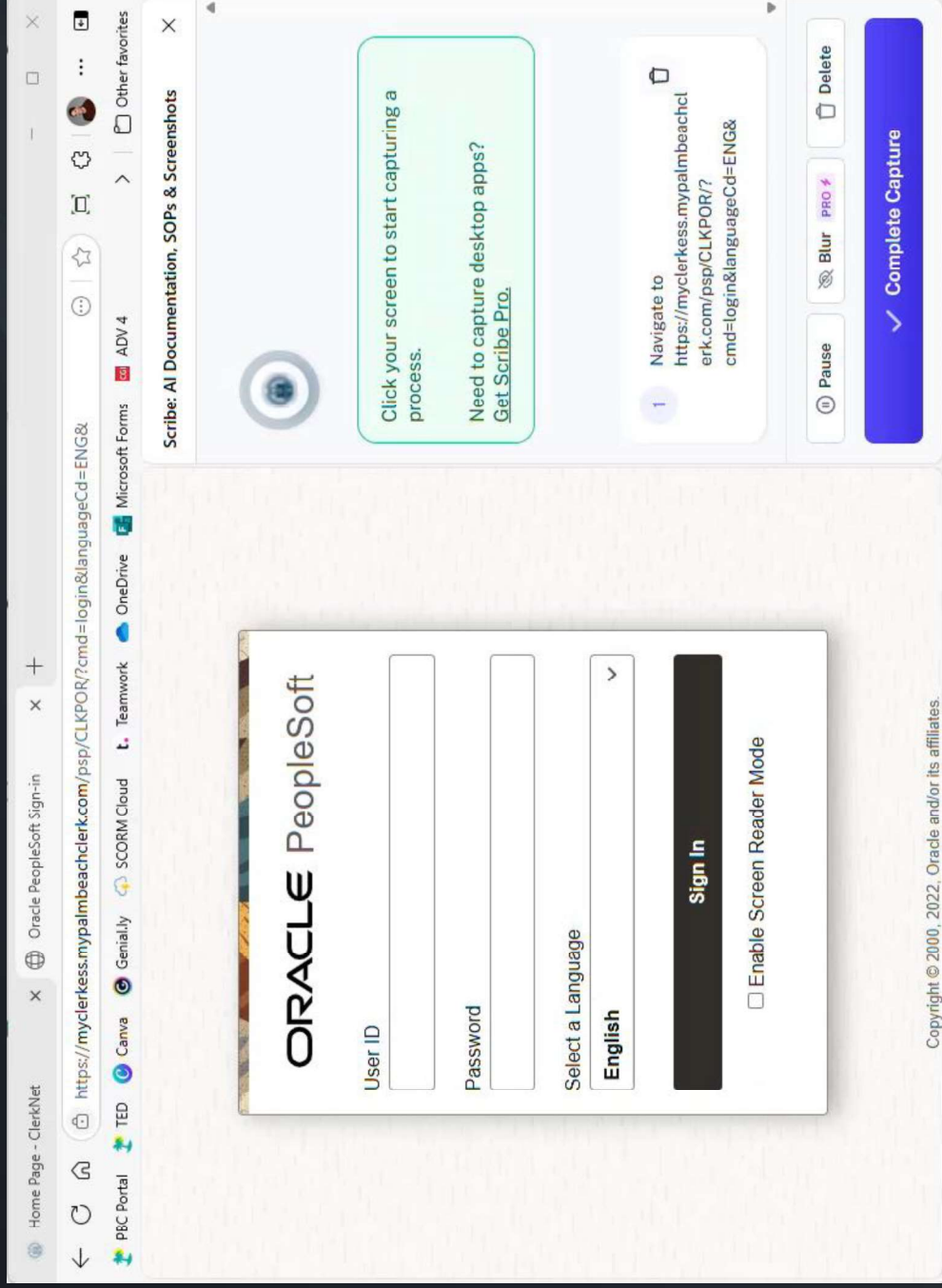


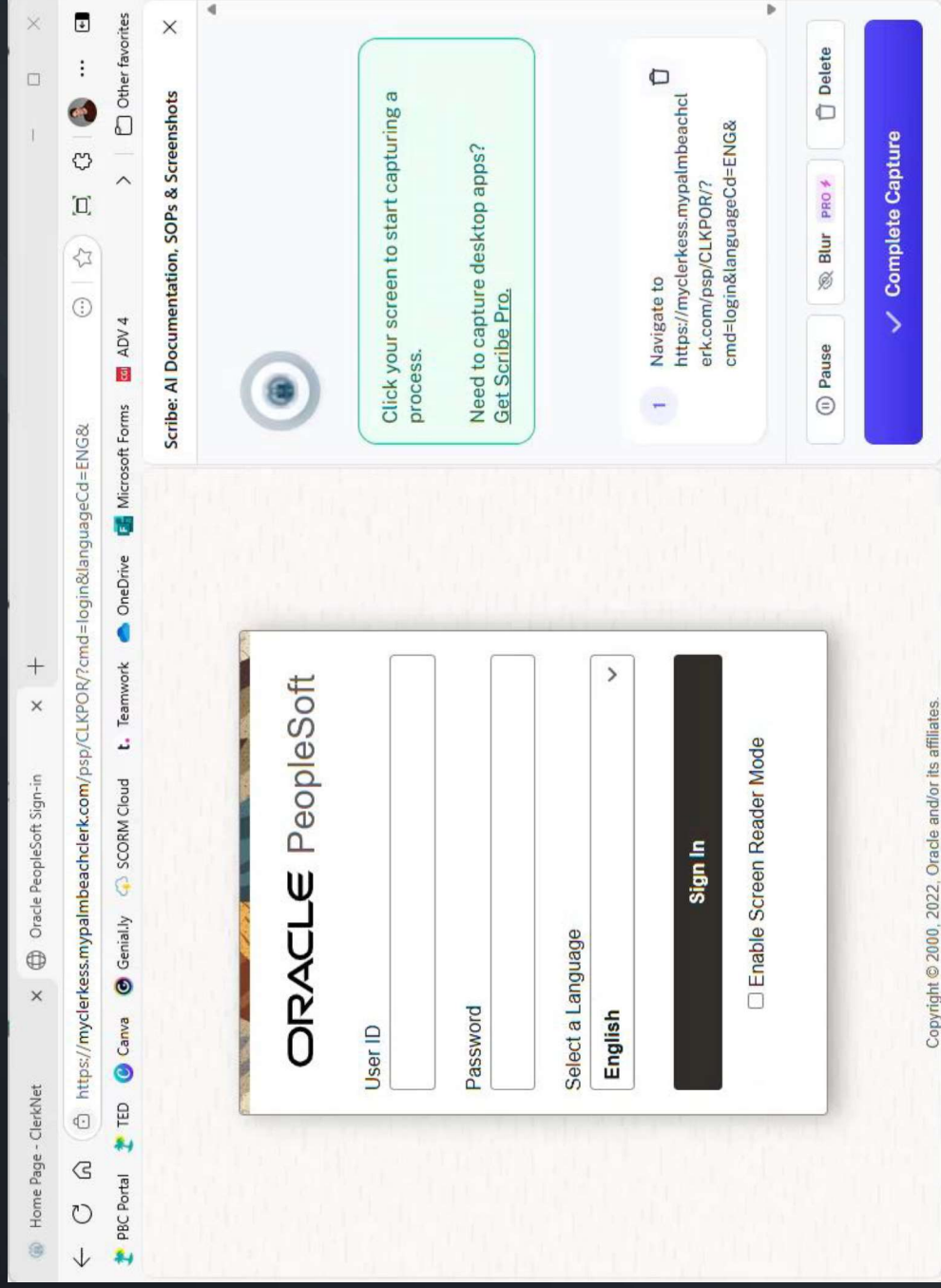
Assist customers



Something else









Enter Time in Time & Labor

Erika Hlywiak | 26 steps | 2 minutes

 Mypalmbeachclerk

 Share

 Embed

 Edit

 Share

Share

Embed

Export

Share link over email/chat or send directly to specific people.

Add emails to share

 Erika Hlywiak

Owner

 Not shared

 Copy Link

Share

Embed

Export

Embed Scribes directly into my team's favorite tools. [Learn How](#)



Enter Time in Time & Labor

26 Steps | 2 minutes

 Mypalmbeachclerk

Step 0 of 26

Made with 

Get Started

Viewing Mode

Slides

Movie

Scroll

Copy Embed Code

Share

Embed

Export

View in other formats. These options do not automatically update.

 Export to PDF

 Export to HTML PRO

 Export to Markdown PRO

 Export to Microsoft Word PRO

 Export to Confluence PRO

 Preview

 Export

 Export

 Export

 Export

PRC Portal

TED

Canva

Genially

SCORM Cloud

Teamwork

OneDrive

Microsoft Forms

ADV 4

Speech Studio - Au...

PS County Splash P...

PS Clerk Splash Page

VSSCNY - Welcome...

TED Images - Thum...

Articulate 360 Dash...

Other favorites

Scribe: AI Documentation, SOPs & Screenshots

Guide Me

2 Click the "User ID" field.

3 Type "ehyewiak" tab "

4 Click this button.

5 Click here.

ORACLE PeopleSoft

User ID

Click the "User ID" field.

Password

Select a Language

English

Sign In

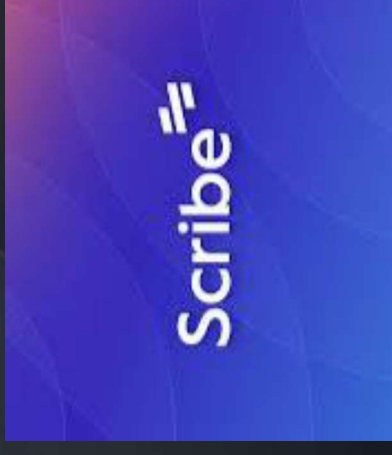
☐ Enable Screen Reader Mode

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When to Use Scribe AI for Just-in-Time Training

Key moments to apply Scribe AI for
effective and timely training delivery

- 01 **Fast SOP creation**
Quickly collect data and share knowledge
- 02 **Capturing knowledge before retirement**
Preserve critical expertise
- 03 **Explaining updates to processes**
Clarify new steps
- 04 **Sharing procedures across departments**
Ensure consistent practices





Question: Which tool offers AI-powered document creation

A)

Snagit

B)

PowerPoint

C)

Scribe

D)

Copilot



Question: Which tool offers AI-powered document creation

C)

Scribe

Video Conferencing for Training

Explore how video conferencing platforms with recording and transcription features enable quick, effective training creation and improve workforce accessibility.



Since 2020, video conferencing platform usage has **tripled** across public sector organizations.

WebEx: More Than Just Meetings



A secure, enterprise-level video conferencing platform by Cisco

Effective Conferencing Tool

Designed for collaboration, webinars, and training sessions



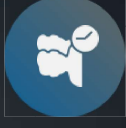
Easy Collaboration

Offers persistent spaces for file sharing, chat, and on-demand resources.



User Base Size

Widely used in government and finance for secure communication



Key Features

- Record team meetings or demos
- Enable AI-generated transcripts + closed captioning
- Share links internally
- Works well for a post-training resource

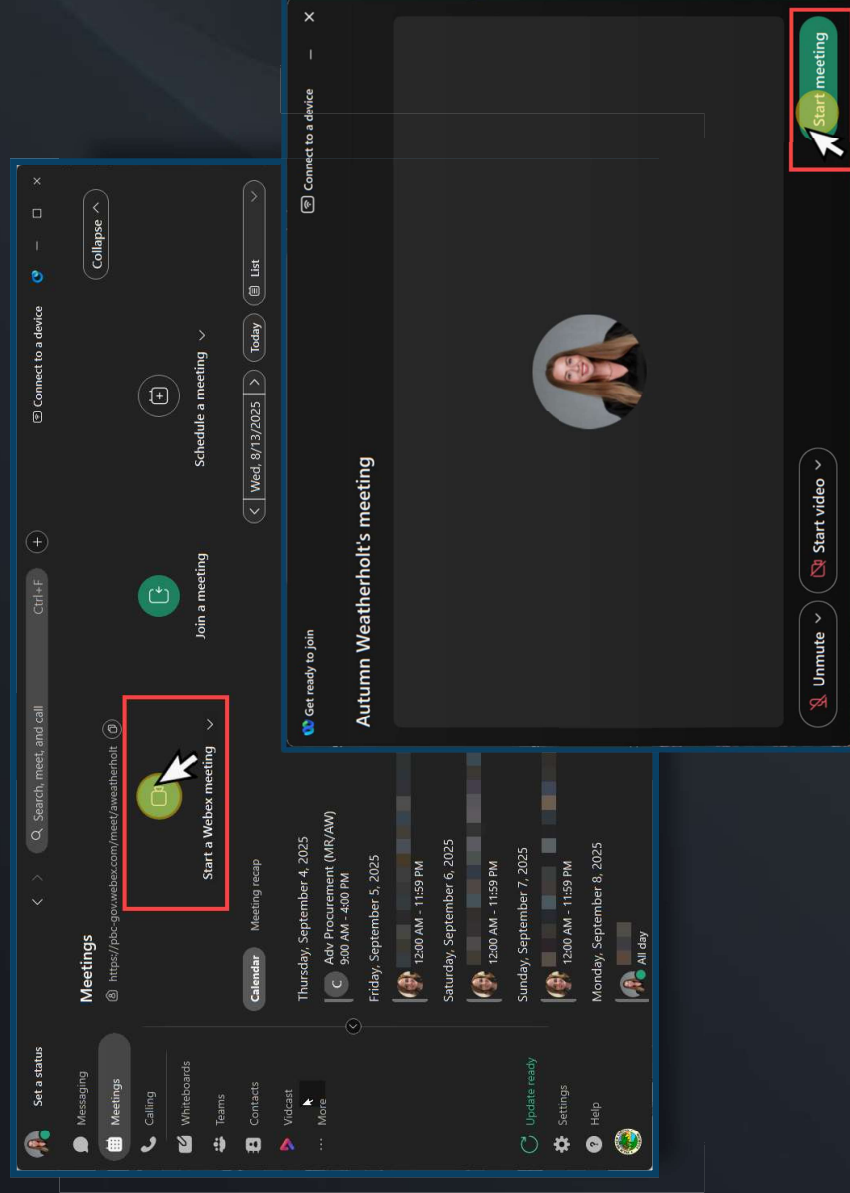
WebEx Demo: Record & Retrieve Transcripts in

WebEx



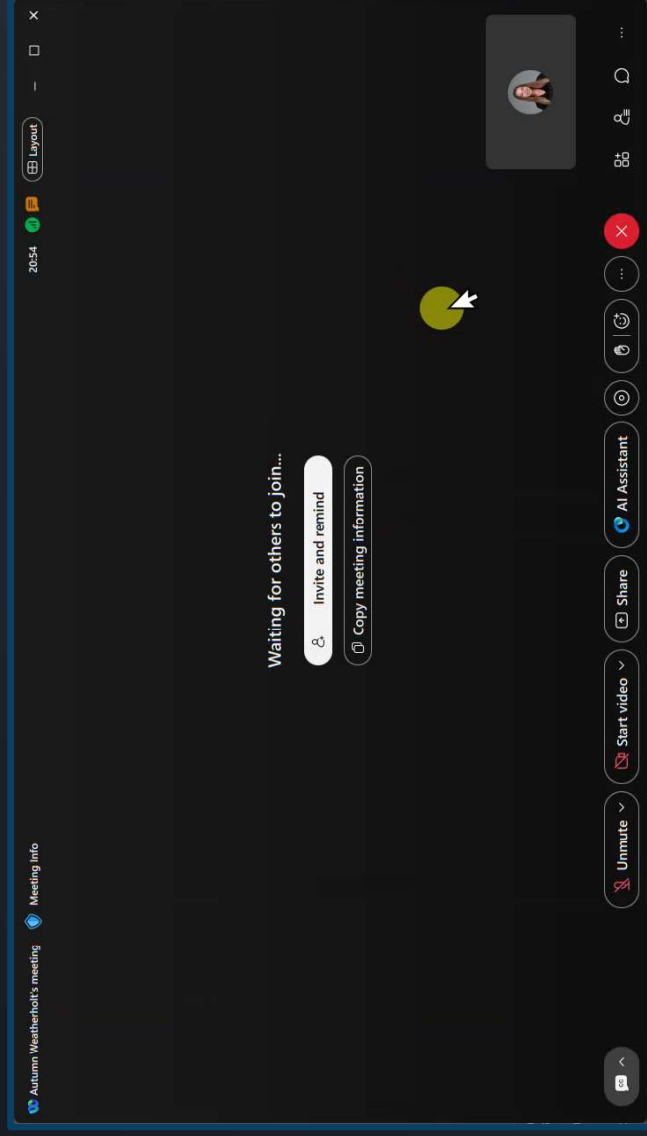
Steps:

1. **Start or Join a WebEx meeting**
2. Click the **Record** button (select cloud recording for transcripts)
3. Ensure **Captions & Highlights** are turned on.
4. Conduct your meeting/ demo.
5. End the session- WebEx will automatically generate a transcript
6. **Retrieve Transcript:**
 - Log in to WebEx
 - Go to **Recordings** in your dashboard
 - Open the recording to view/ download transcript



WebEx Demo: Record & Retrieve Transcripts in

WebEx



Steps:

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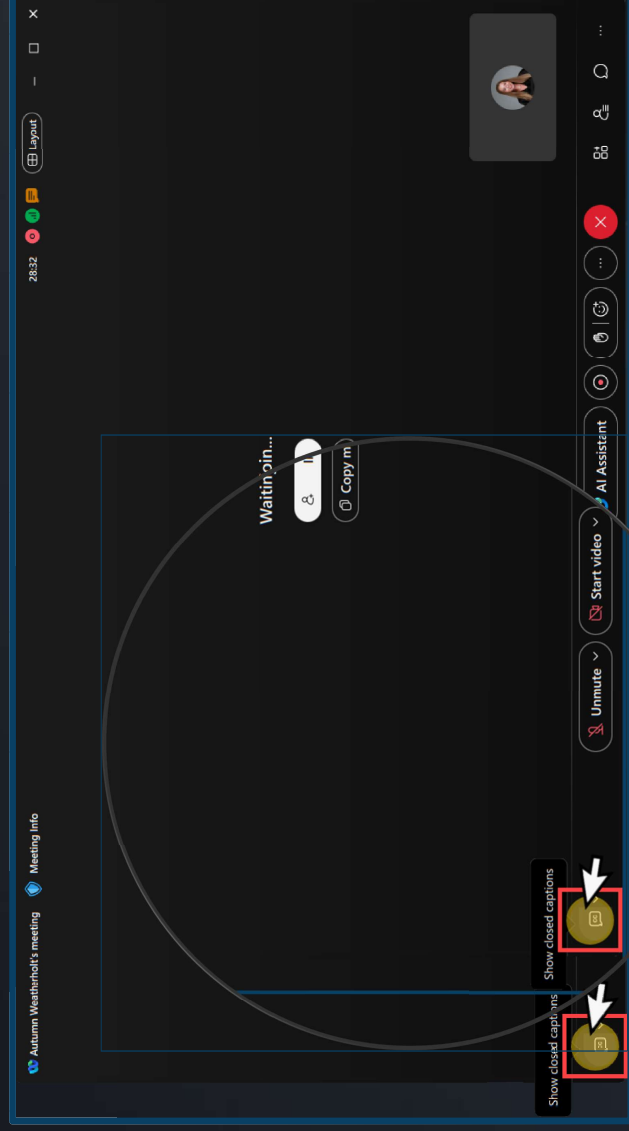
WebEx Demo: Record & Retrieve Transcripts in

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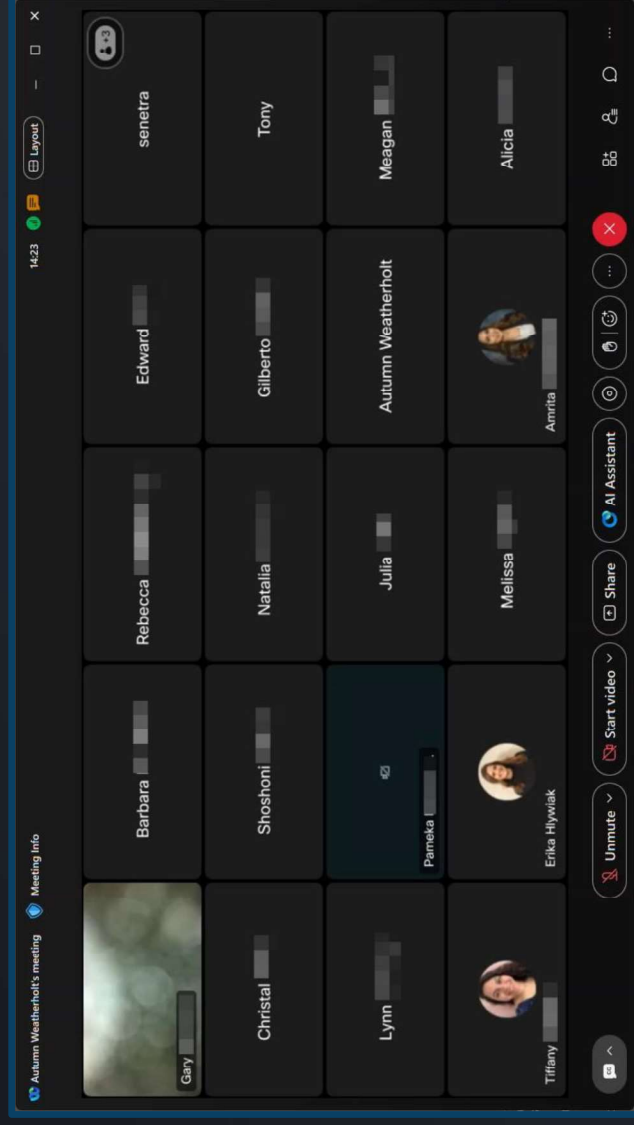
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WebEx Demo: Record & Retrieve Transcripts in

WebEx



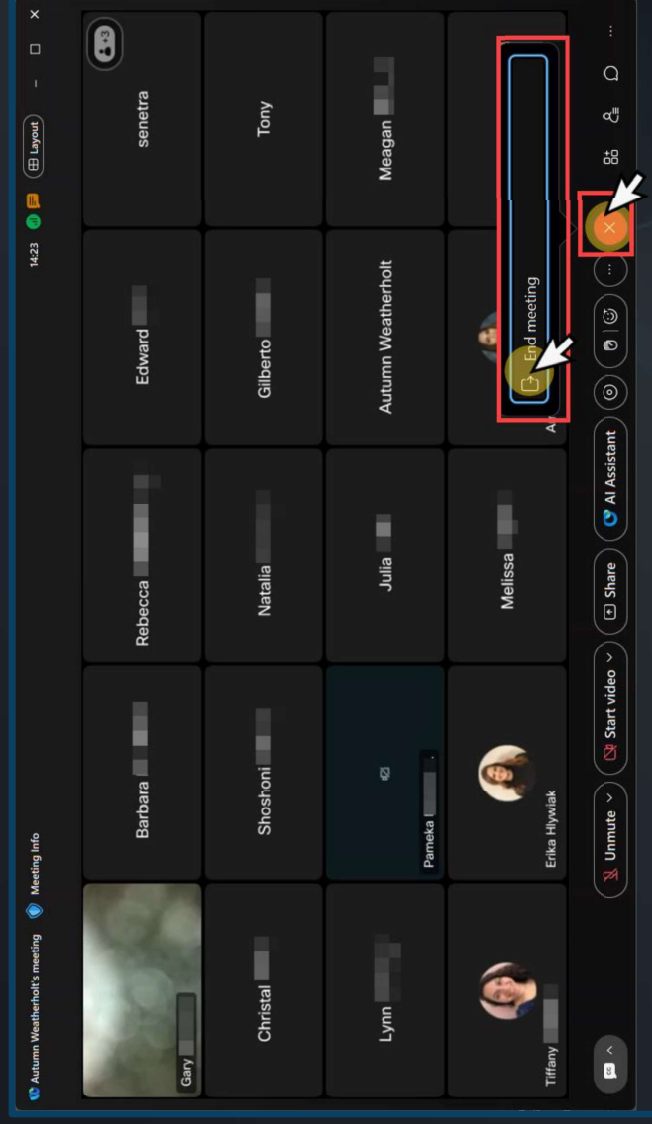
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- Log in to WebEx
- Go to **Recordings** in your dashboard
- Open the recording to view/ download transcript



WebEx Demo: Record & Retrieve Transcripts in

WebEx



Your Webex meeting content is available: Autumn Weatherholt's meeting

AW Autumn Weatherholt <messenger@webex.com>
To: Autumn Weatherholt (10 Years) (10 years)
Retention Policy: Exchange Mailboxes (10 Years) (10 years)
Expires: 1/11/2035
If there are problems with how this message is displayed, click here to view it in a web browser.

Reply All
Forward
Wed 8/13/2025 4:07 PM

You don't often get email from messenger@webex.com. Learn why this is important



Your Webex meeting content is available.

Autumn Weatherholt's meeting

Host: Autumn Weatherholt
Autumn Weatherholt
3:27 PM | (UTC-4:00) Eastern Time (US & Canada) | 31 mins

If you want others to view all of the meeting content, and you haven't set the preference option to automatically share meeting content, click [View meeting content](#) below to view the meeting content.

First, you need to share only the recording with others, then the recording link and password below.

Recording

Topic
Autumn Weatherholt's meeting-20250813 1056-1 97-673V

Password

97-673V



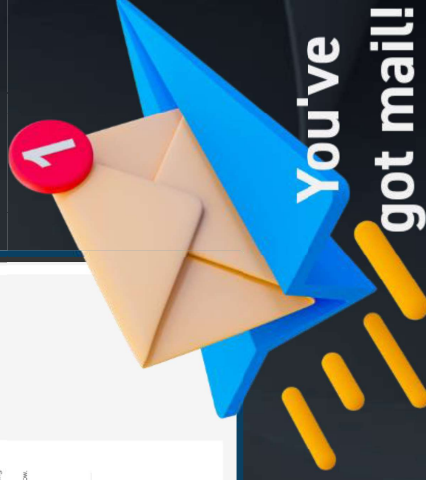
Need help? Click [here](https://help.webex.com)

Steps:

1. **Start** or **Join** a WebEx meeting
2. Click the **Record** button (select cloud recording for transcripts)
3. Ensure **Captions & Highlights** are turned on.
4. Conduct your meeting/ demo.
5. End the session- WebEx will automatically generate a transcript

6. Retrieve Transcript:

- Log in to WebEx (Through link via email)
- Go to **Recordings** in your dashboard
- Open the recording to view/ download transcript



WebEx Demo: Record & Retrieve Transcripts in

WebEx



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webex

For

Join a meeting or search for a meeting, recording, or transcript

Recordings

All

Add

Name	Security	Date Created	Duration	Size	Format	Registration
Autumn Weatherholt's meeting-20240813 2157-1	🔒	8/13/2025 5:39 PM	0:08:33	1.4 MB	MP4	🔒
Autumn Weatherholt's meeting-20250623 1613-1	🔒	6/23/2025 12:13 PM	0:00:22	61.5 KB	MP4	🔒
FSS Training-20240506 1705-1 Shared by Linda Fryszak	🔒	5/6/2024 4:27 PM	2:18:24	170.3 MB	MP4	🔒

Launch Webex
Downloads
Help

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WebEx Demo: Record & Retrieve Transcripts in

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Autumn Weatherholt's meeting-20250813 2157-1

Transcript

0:04 =

0:13
Erika Hylwik
So, as I was saying, we're going to be using the training environment, so we can practice.

0:22
Erika Hylwik
Melissa, do you have another question? I thought it put your hand.

0:27
Erika Hylwik
If you guys can type in the chat, if you have any message, any questions that will be great.

0:41
Erika Hylwik
So, everybody can see give me a thumbs up if you can see your connection is in private on my screen.

0:44
Erika Hylwik
Okay, perfect Thank you. All right.

0:51
Erika Hylwik
When you click on this link.

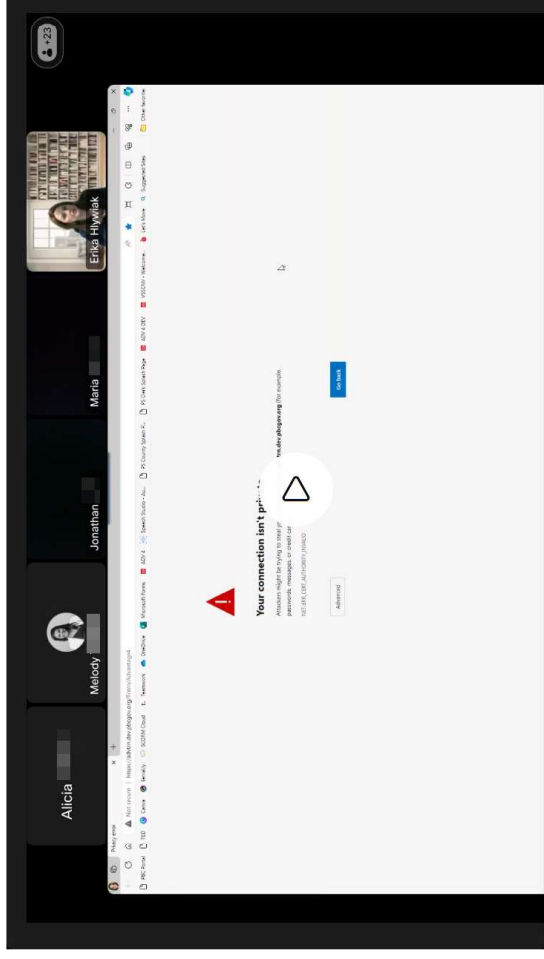
0:51
Erika Hylwik
Yeah, so can you not see it? You have your rains haze yourself? Oh, yes. Okay. That was supposed to be a thumbs up. Yeah, it's tricky. I know. Um, okay.

> Chapters

WebEx Demo: Record & Retrieve Transcripts in



Autumn Weatherholt's meeting-20250813 2157-1



> Chapters

Transcript

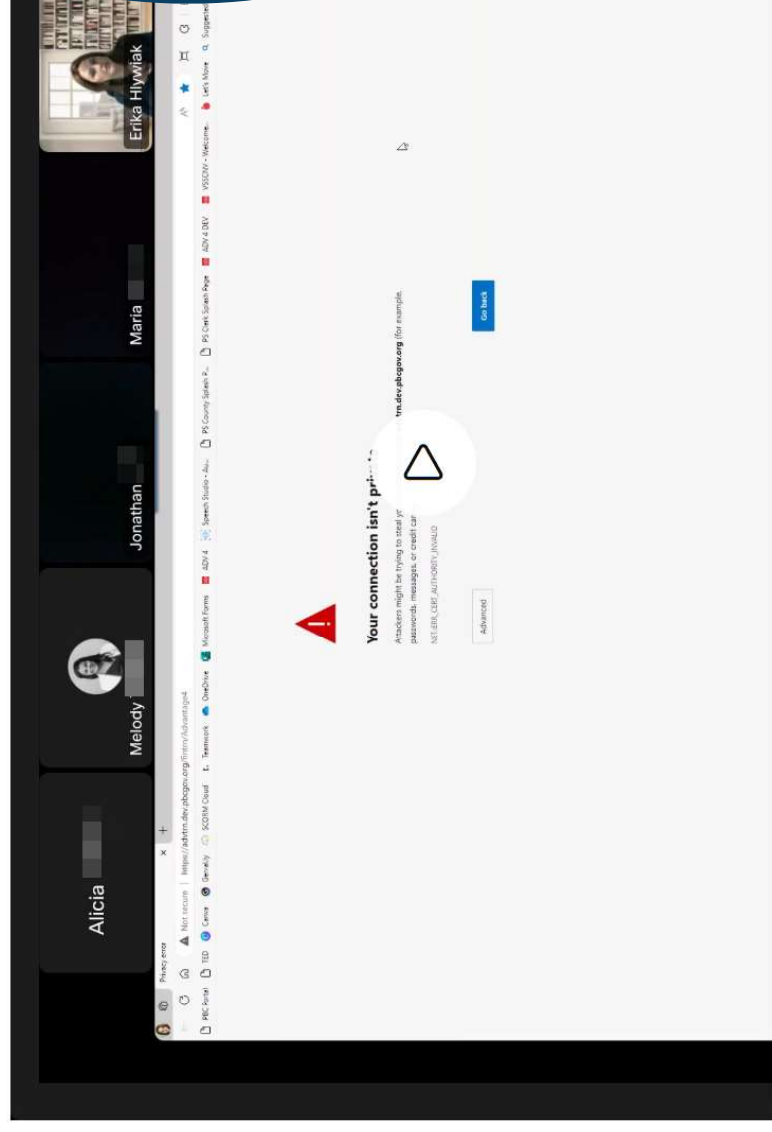
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transcript

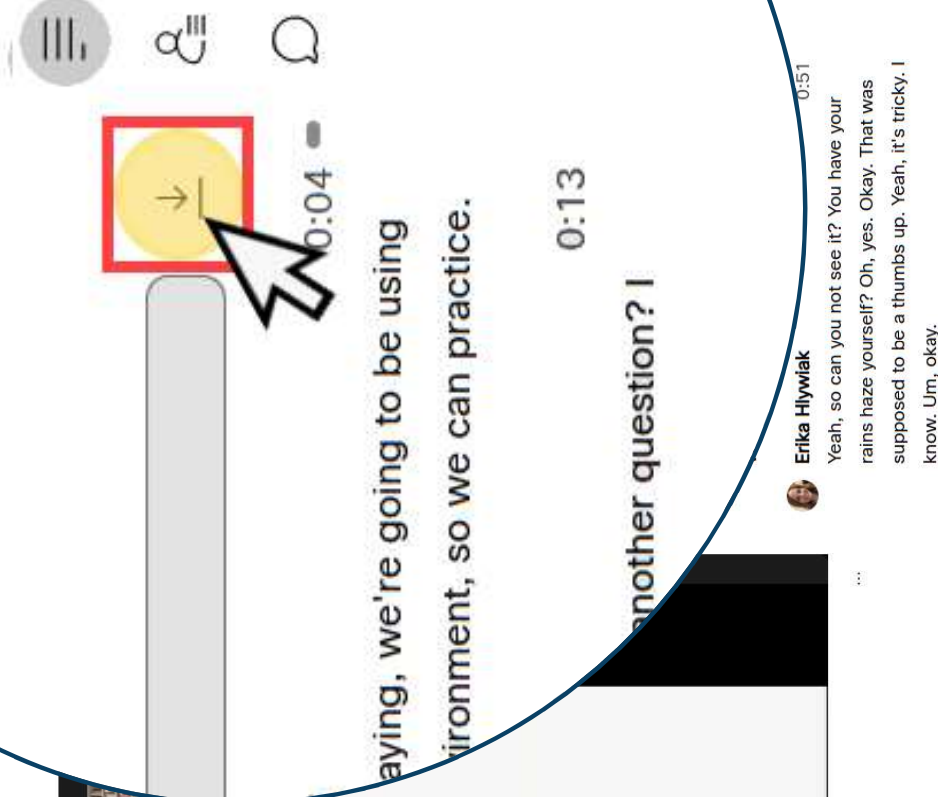
meeting
(select cloud
lights are turned on.
demo.
will automatically

ough link via email)
/your dashboard
view/ download

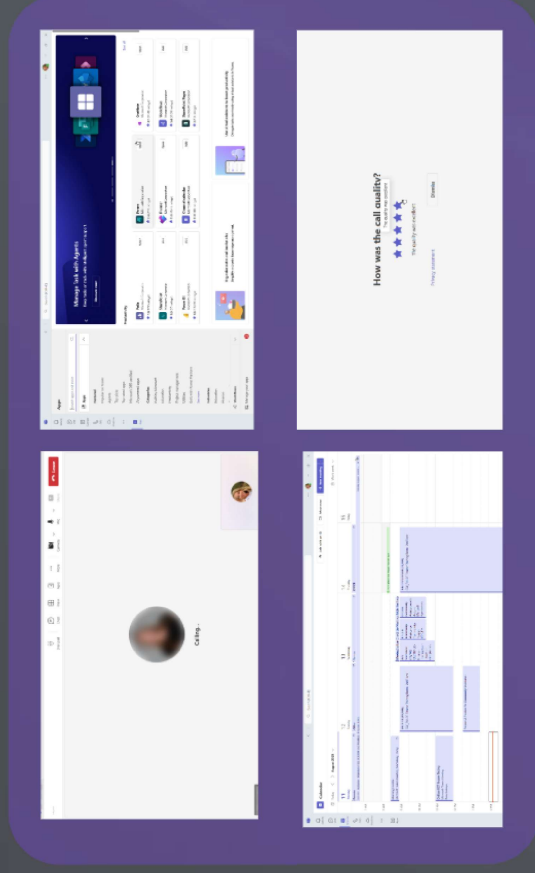
Autumn Weatherholt's meeting-20250813 2157-1



> Chapters



Teams: Features That Support Training



Meeting Recording

Video, audio, and shared content captured



Live Captions & Transcripts

Real-time, searchable captions



Integration with Microsoft 365

Easy to share recordings in SharePoint or OneDrive



Chat History & File Sharing

Retain context and resources after the meeting



Breakout Rooms

Small group discussions for targeted training

Teams Demo: Features That Support Training

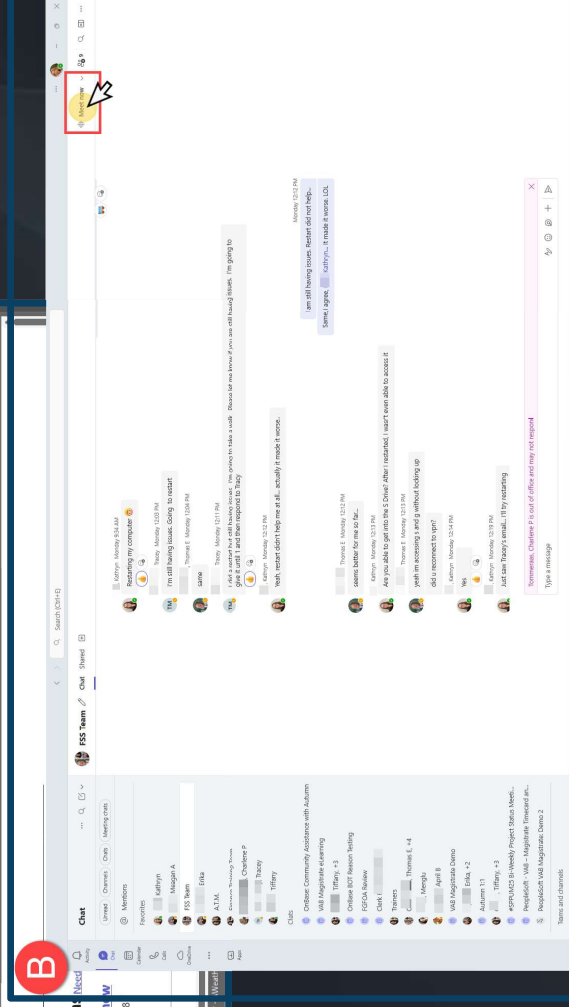
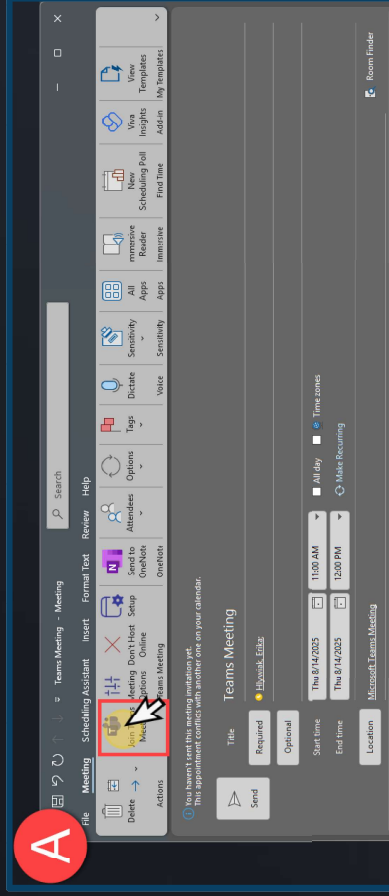


Steps:

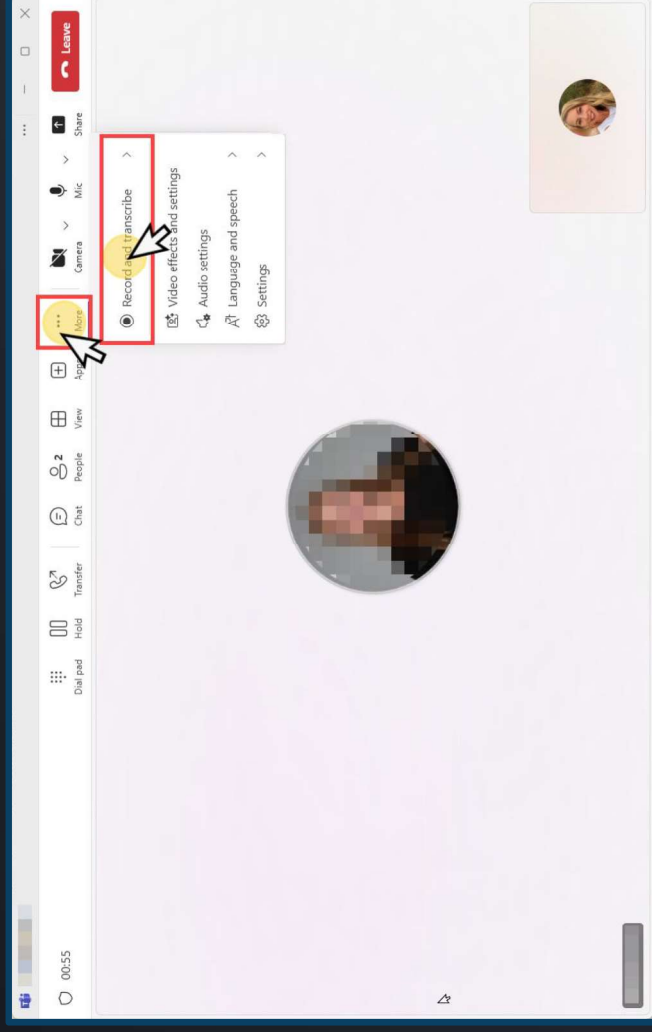
1. **Start or Join a Teams meeting**
2. Click **More Actions** (..Menu--> Start Recording) *Record with audio
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4. Conduct your meeting/ demo.
5. End the session- Teams will automatically generate a transcript

6. Retrieve Transcript:

- Available in **Meeting Chat or Calendar event**
- **Important:** Transcript is stored for only **1 week** in meeting details
- After 1 week, retrieve from **OneDrive or SharePoint**



Teams: Features That Support Training



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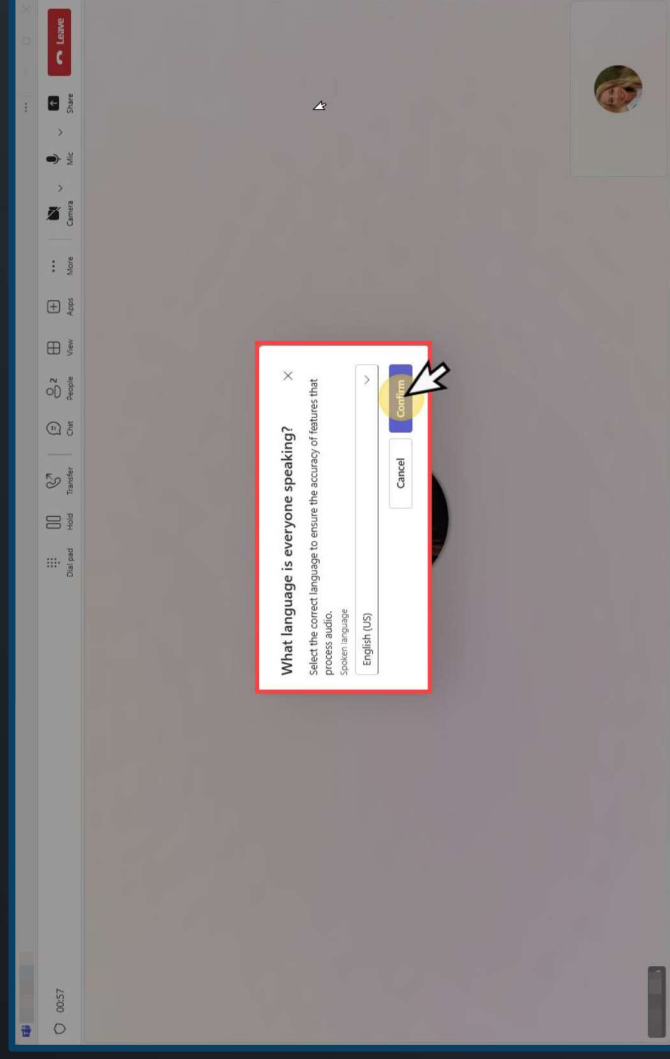
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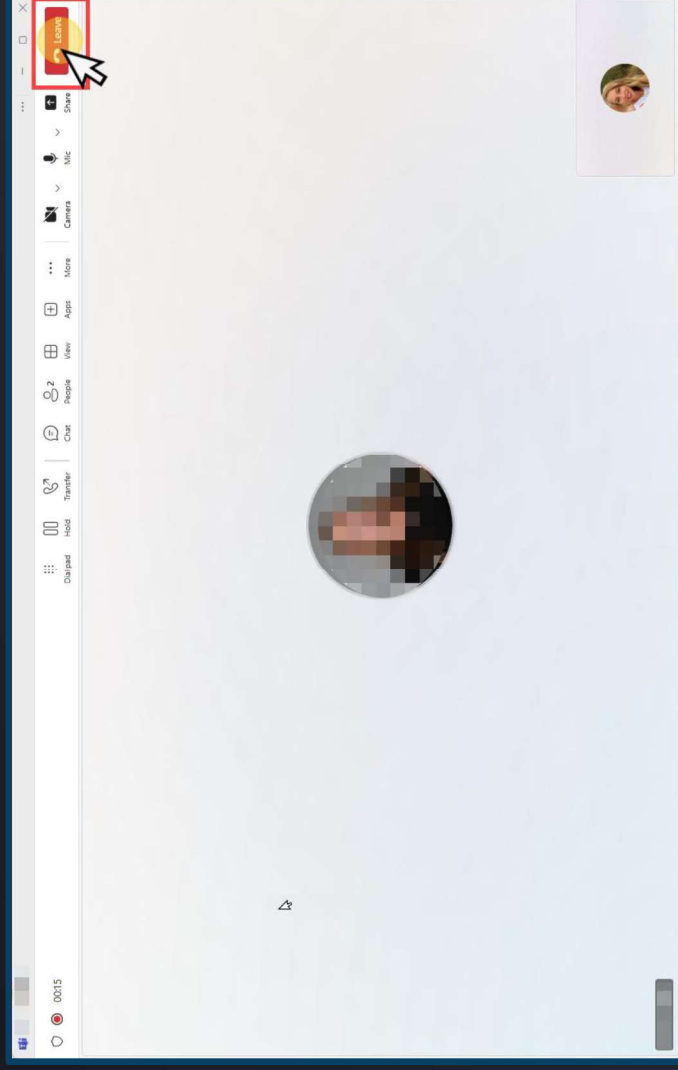


Teams: Features That Support Training



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Teams: Features That Support Training

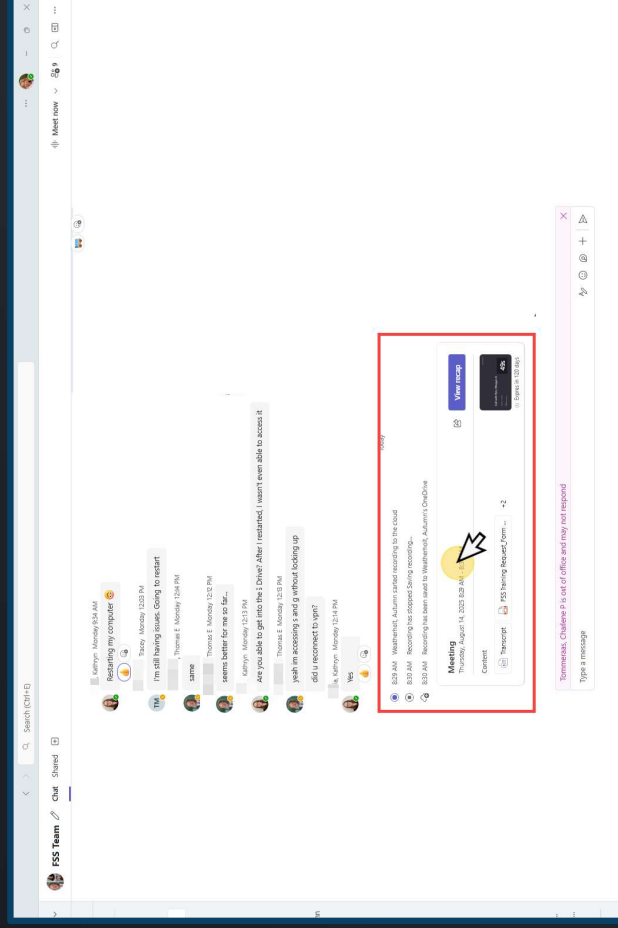


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Microsoft Teams

Thursday, August 14, 2025 8:29 AM - 8:30 AM

Content

- File Training Request Form VO-25.pdf
- Preparing for projects to the new training Ser...
- Advanced Troubleshooting Reference Guide.pdf

Transcript

- 0:00 [More Actions] Delete
- 0:00 [More Actions] Download

0:00 AI-generated content may be incorrect

- 0:00 Weathered, Autumn started transcription
- 0:00 Weathered, Autumn 0:04
- 0:00 Let's take So.
- 0:00 Weathered, Autumn
- 0:00 This teacher's coming quick.
- 0:00 Weathered, Autumn stopped transcription

2025-08-14 12:29 UTC

Presented by: Weatherholt, Autumn

Microsoft Stream

Teams: Features That Support Training



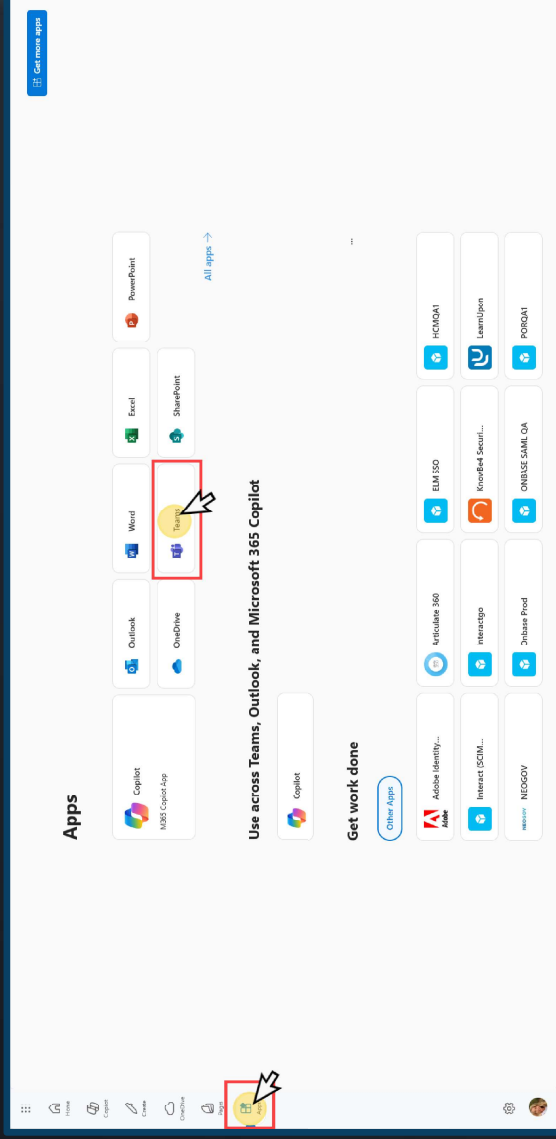
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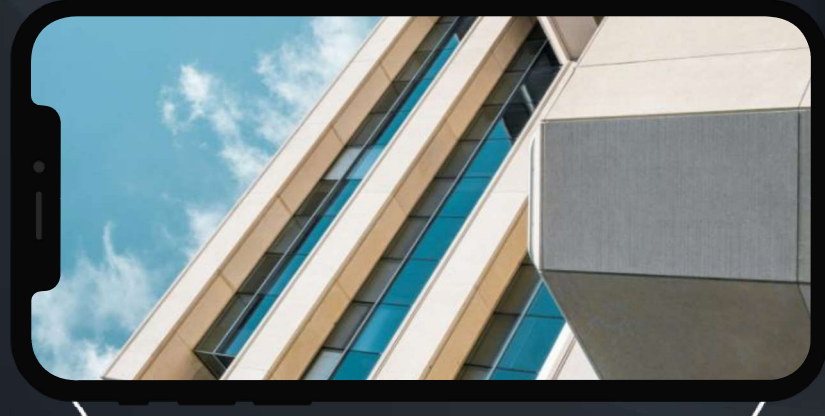
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Leveraging Microsoft Copilot for Effective Training Material Creation

Explore how Microsoft Copilot enhances productivity in developing training materials.



Automating tedious tasks

Allows focus on high-quality content creation.



Organizing FAQs and instructions

Facilitates easy access to vital information.



Streamlined training material creation

Utilizes AI for efficient training content development.



Summarizing meeting transcripts

Transforms long discussions into actionable guides.



Document reformatting

Improves clarity and usability of documents.



Copilot: Create Quick Training Materials

Discover essential tools for creating engaging training presentations globally



Rapid Content Creation



Contextualized Learning



On-Demand Refreshers



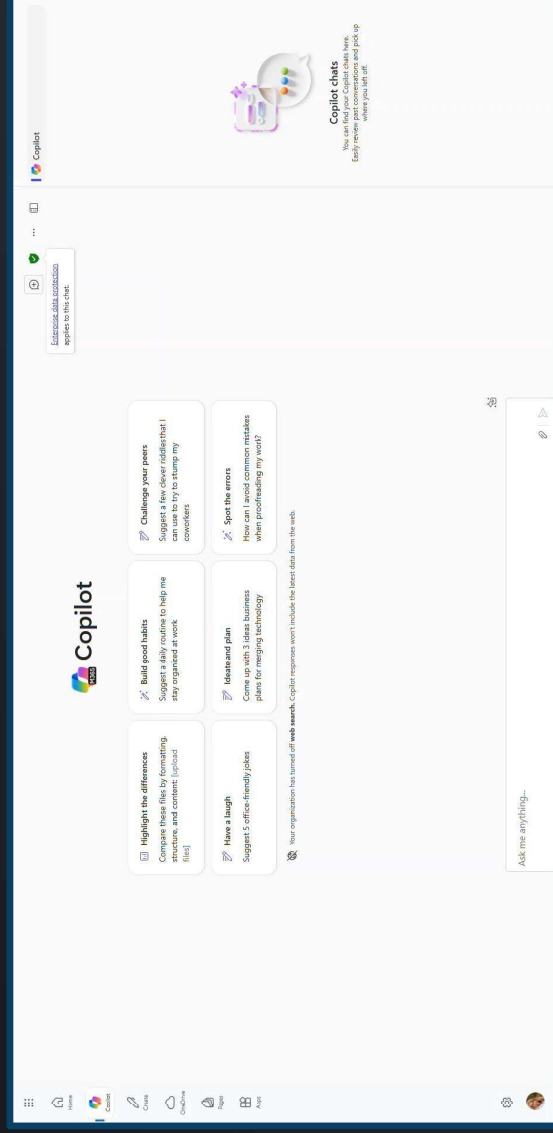
Personalized Content

Copilot Demo: Create Quick Training Materials



Steps:

1. Navigate to **Microsoft Copilot**
2. **Enter your request** in the chat field
3. Use the attachment icon to **import the transcript**.
4. Copilot will create your materials. (Add additional feedback to get better results).
5. **Copy & Paste** or **download** the created materials.
6. Edit the materials as needed.

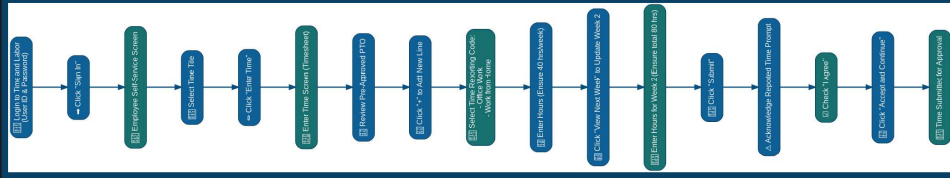
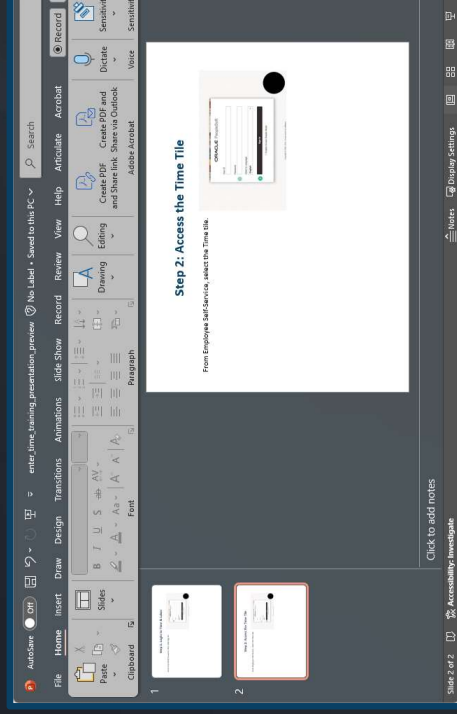
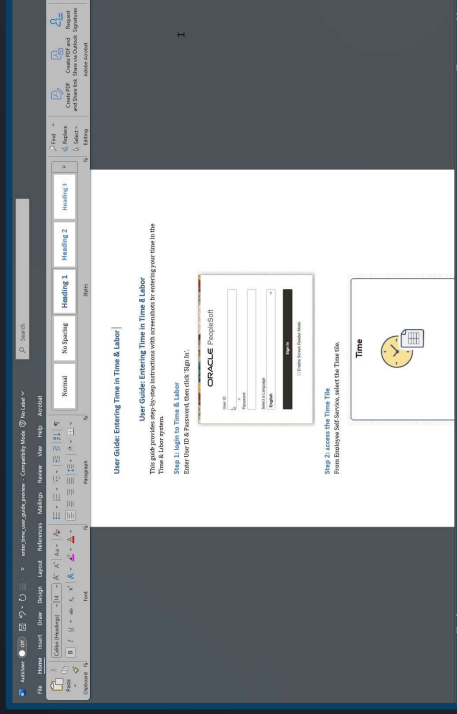


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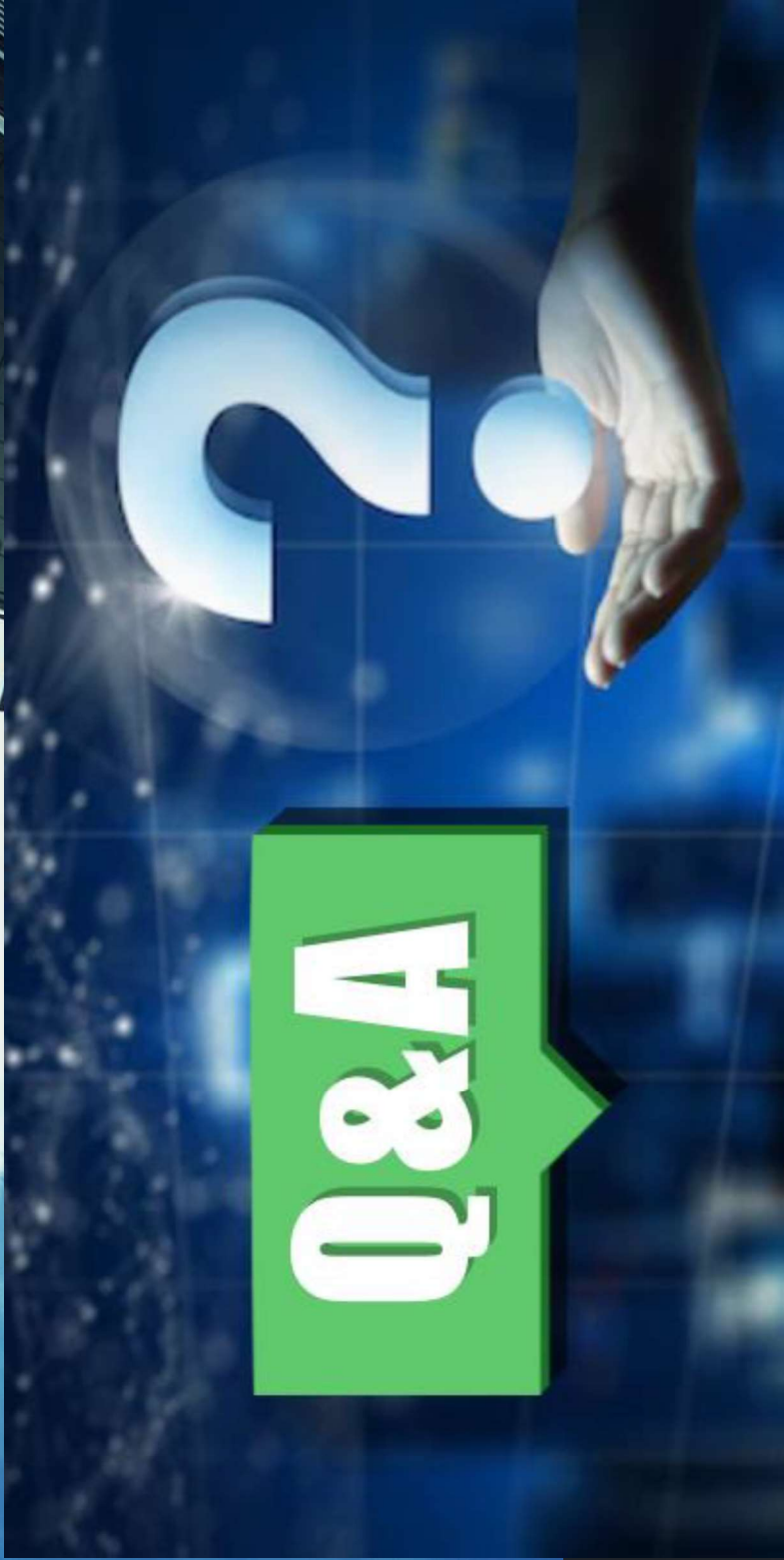
Question: What is a key feature of Copilot in the context of Just-in-Time training?

- A) Recording live meetings
- B) Summarizing and structuring documents into guides
- C) Capturing screenshots
- D) Adding closed captions to screen recordings



Question: What is a key feature of Copilot in the context of Just-in-Time training?

- B) Summarizing and structuring documents into guides



Take Action: Choose a Tool and Start Training Today

As we wrap up, we invite you to select one tool and document a process to kickstart Just-in-Time Training in your department. Small incremental changes can lead to enhanced knowledge sharing and improved training efficiency. Thank you for joining us, and we welcome your questions