

1

Pre-work path

Two to three weeks, modules of five to ten minutes

When	Module	Minutes	Approved on
3 weeks out			
3 weeks out			
2 weeks out			
2 weeks out			
1 week out			
1 week out			

Every module goes through MLR or PRC before release, on the meeting content's lock date.

2

Knowledge check blueprint

Tag every question to one topic

Topic	Questions	Target
		80%
		80%
		80%
		80%
Total		

3

Results by district

District view only; individual results stay with managers

District	Completion	Topic 1	Topic 2	Topic 3	Topic 4	Read as

At or above target

Below target

Read as ready, content gap or time gap

4

Agenda changes

One row per change

Topic or district	Change	Owner	Session

5

Before travel

- ☐ Refresher from approved content sent on the weakest topic
- ☐ Managers briefed on their district
- ☐ Speakers have the most-missed questions
- ☐ Catch-up window set for reps who missed pre-work