LEARN WORKDAY - REPORTING LIKE A PRO

Focused Track - Agenda and Syllabus

February 2027 Cohort

Instructor: Jevonte Domond, Workday Pro HCM Certified Practitioner

PROGRAM OVERVIEW

Schedule Options - Same content, two paces:

- Weekdays: 4 weeks, Monday-Thursday, 8:30-10:30 PM CT, 16 live sessions, 32 hours, with extended lab time
- Weekends: 6 weeks, Saturday-Sunday, 7:00-9:00 PM CT, 12 live sessions, 24 hours, with lab time built into each weekend

Tuition:

- Founding: 1,495 dollars by Dec 8, 2026, training tenant included
- Standard: 1,995 dollars, training tenant included
- Bring Your Own Tenant: 1,695 dollars, for learners who already have employer-provided tenant access

Format: Live virtual, small groups, hands-on labs in a training tenant, real enterprise scenarios, open Q and A

Registration closes: January 15, 2027

Payment due: January 20, 2027, full payment, no partials, unpaid seats released

Who this is for:

- Analysts, report writers, HRIS and finance teams, and anyone who is asked for Workday data and needs to deliver it fast and accurately

Prerequisites: Basic Workday navigation. No advanced reporting experience required. Familiarity with spreadsheets helps.

What you will be able to do by the end:

- Build any report type in Report Writer from scratch
- Use calculated fields to answer questions Workday does not answer out of the box
- Build dashboards and Discovery Boards leaders will actually use
- Blend Workday data with external data in Prism Analytics
- Secure, schedule, and maintain reports so they do not break

MODULE-BY-MODULE AGENDA

MODULE 1 - Reporting Architecture

- Data sources, business objects, primary and related business objects

- Fields, prompts, filters, sorting, grouping, and subtotals
- When to use Report Writer vs. Prism vs. Discovery Boards
- Lab: Map a reporting request to the right data source and business object

MODULE 2 - Report Writer: Basic to Advanced

- Simple and advanced reports, prompts, filters, and sharing
- Output formats, bursting, and scheduling
- Lab: Build a headcount report, a turnover report, and a prompt-driven manager report

MODULE 3 - Calculated Fields: The Real Power

- Types of calculated fields: text, numeric, date, boolean, extract, lookup
- Common patterns: tenure, headcount flags, conditional text, date math
- When not to use a calculated field
- Lab: Build five calculated fields that solve real reporting requests

MODULE 4 - Matrix, Composite, and Trending Reports

- Matrix reports for cross-tabs, composite reports for combining data, trending for over time
- Performance and design choices for large data sets
- Lab: Build a matrix headcount report and a trending attrition report

MODULE 5 - Dashboards, Discovery Boards, and Worklets

- Dashboards for leaders vs. worklets for daily work
- Discovery Boards for self-service exploration
- Design principles: one question per visual, clear labels, no clutter
- Lab: Build an HR leadership dashboard and a manager worklet

MODULE 6 - Prism Analytics

- Blending Workday data with external data: payroll, benefits, external HR data
- Datasets, joins, and publishing Prism data back to Workday for reporting
- Lab: Blend a Workday headcount data set with an external attrition file and report on it

MODULE 7 - Scheduling, Sharing, Security, and Performance

- Report security: who can see what, report sharing, and domain security for reporting
- Scheduling, alerts, and maintenance
- Performance: why reports run slow and how to fix them
- Lab: Audit a set of reports for security, sharing, and performance issues

MODULE 8 - Capstone: Executive Reporting Pack

- Build a complete pack: headcount, turnover, tenure, comp, and diversity views, with dashboards

- Document data sources, definitions, and refresh logic so anyone can maintain it
- Deliverable: Executive reporting pack plus a one-page definitions sheet

PACING

- Weekday format: 2 modules per week for 4 weeks, with extended lab time each session
- Weekend format: Same 8 modules across 6 weeks, with lab time built into each weekend

WHAT IS INCLUDED

- Live instruction, not recorded videos
- Hands-on labs in a training tenant
- Lab guides, templates, checklists, and field maps you keep
- Real enterprise scenarios drawn from migration, payroll, benefits, reporting, security, and integrations work
- Capstone build you can show in interviews and on the job
- Q and A in every session

What is not included:

- Workday certification exam fees
- One-on-one consulting outside class sessions

INSTRUCTOR

Jevonte Domond, Workday Pro HCM Certified Practitioner Enterprise migrations: PeopleSoft and ADP, UKG, and Oracle to Workday Global scale: Directed a 20,000-employee Workday rollout Deep functional expertise: Payroll, benefits, Prism Analytics, and Accounting Center Controls that hold up: RBAC security, SOX controls, and integrations