

Business Glossary - Training Videos

Welcome to the Business Glossary Training Videos section!

Here, you will find training videos designed to help you understand and navigate the **Business Glossary Process** and the **Business Glossary Template**.

These videos provide step-by-step guidance on how to define, manage, and govern business terms effectively. Whether you're learning how to create and update terms or exploring best practices for glossary management, these resources will support you in maintaining data consistency and alignment across Solvay.

Click below to start your training.



Business Glossary Process

This training provides an overview of the **Business Glossary**, its purpose, and how it ensures data consistency across Solvay.

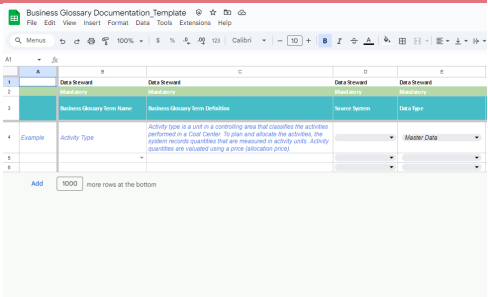
Key takeaways include:

- **What is a Business Glossary?**
 - A centralized repository for clearly defined business terms.
 - Prevents miscommunication and ensures consistent interpretation of data.
- **Why is it important?**
 - Promotes alignment across teams and improves decision-making.
 - Supports data governance and fosters a data-driven culture.
- **Glossary Management Process**
 - Steps include term identification, domain assignment, approval, and publication.
 - Demonstrates how a term (e.g., "Cost Center") is created and validated.
 - Emphasizes best practices for defining clear, reusable, and intuitive terms.
- **Governance & Timeline**
 - Structured four-week process for reviewing and publishing terms.
 - Ensures transparency, accuracy, and accountability.
- **Key Resources**
 - Business Glossary process guide, template, and wiki portal for easy reference.

This training equips business users with the knowledge and tools to manage and maintain the glossary effectively.

Additional Resources

- [Business Glossary - Relevant Documents](#)



Business Glossary Template Training Video

This training provides an overview of the **Business Glossary Template**, a tool designed to ensure consistency and clarity in defining and managing key business terms.

Key takeaways include:

- **Accessing the Template**
 - Available on the **Business Glossary Wiki**.
 - How to download the document to your Google Drive.
- **Template Structure**
 - **Legend Tab** – Explains each column's purpose with descriptions and examples.
 - **Business Glossary Template** – Contains fields to define and manage business terms.
- **Core and Optional Fields in the Template**
 - Explanation of each field available in the template.

This training equips users with the knowledge to accurately fill, validate, and submit **Business Glossary Terms**, ensuring consistency and governance across Solvay.

Access key documents, including presentation slides, reference guides, and supporting materials that provide in-depth knowledge on building and maintaining a Business Glossary.

- [Business Glossary - FAQ](#)

Find answers to common questions about the Business Glossary, including its usage, governance, and best practices. This section helps you quickly resolve doubts and enhance your understanding.

