The L&D professional's guide to
time saving

accessplanit

Isn't it time to automate your Learning & Development processes?

As a learning and development professional, you intuitively understand the need to develop staff and create an atmosphere that encourages continued learning – for the benefit of both the individual and the company.

But ending your company's reliance on Excel spreadsheets or Google Docs, mismatched systems or indeed out of date software takes time, research, and compiling a list of clear business benefits, in order to confidently gain internal buy-in from senior executives.

If you're considering adopting automation and removing time-consuming manual processes, there are several critical factors and key job-specific benefits you need to consider when it comes to making the switch.

"Introducing a system which affects every process and every person involved, has required a cultural shift and a change of mindset throughout our organisation."

Mary Cameron, University of West London

1. Plan, direct and manage all course types efficiently

How do you deliver your courses? Whether you offer eLearning courses, classroom-only training or a blend of both, you'll know it can take plenty of time to effectively administrate each of them.

However, the more courses and course types you oversee, the more time that administration is going to take. This is particularly true if you're currently using multiple systems and programs to deliver those courses, so if you find more time is spent on course administration than course delivery, you can already present a convincing argument for adopting automated technologies.

By switching to a training management system, you can bring everything under one roof. Need to quickly create tailored instructor-led courses? Offer more internal training without negatively impacting your team? Simplify every aspect of course management? It all happens in a single, centralised hub.

How accessplanit can help

"accessplanit was the only system with the flexibility to manage our range and diversity of courses and resources."

Lagoon Watersports

2. An end to scheduling conflicts

Maintaining a reliable schedule is vital to the smooth operation of your training organisation. If you're relying on a series of manual processes, mistakes are more likely to occur, with issues like scheduling conflicts and diary clashes (not to mention those follow-up retractions you'll have to email out) proving to be a frustrating waste of time and money. For certain business-critical training such as compliance-based courses, it can mean the difference between success and failure.

Tracking courses, learners, trainers and resources is made effortless with a training management system. You can see at a glance what, where and when allocations have been scheduled. Most importantly, if you attempt to double-book, the system will automatically notify you – allowing you to amend plans in an instant before it's too late.

How accessplanit can help

"The old process was extremely labour intensive, excessive paperwork, limited visibility of bookings made/amended with significant room for error and double bookings. Our customer service was inadequate."

Northamptonshire Police Force

3. Keep your employees compliant, always

If you're a compliance-led business, you'll know it can be a headache to track every employees' qualification and certification expiration date. You might set reminders in Outlook or check a spreadsheet on a daily basis, but then you'll need to let relevant staff members know and… Isn't there a better use of your valuable time?

A training management system is designed to handle these issues on your behalf. Not only can you track renewal dates at any time, you'll be automatically notified of upcoming certification expirations. Your employee will also automatically receive a reminder email, allowing them to fully prepare for their training.

It's simple to set up and guarantees peace of mind, ensuring that your staff is always equipped with up-to-date qualifications and certifications.

How accessplanit can help

"I can't stress how important it is for us to know at any given time and for every employee qualification and certification renewal dates. For example, some job roles may require on-going monthly CPD. accessplanit provides us with the ability to manage compliance and risk."

London Leisure College

4. Standardise and streamline every process

Standardisation means you can offer the same great service on a consistent basis for all learners. That's tricky when you're reliant on multiple systems and multiple users; how one administrator records data might be entirely different to another team member.
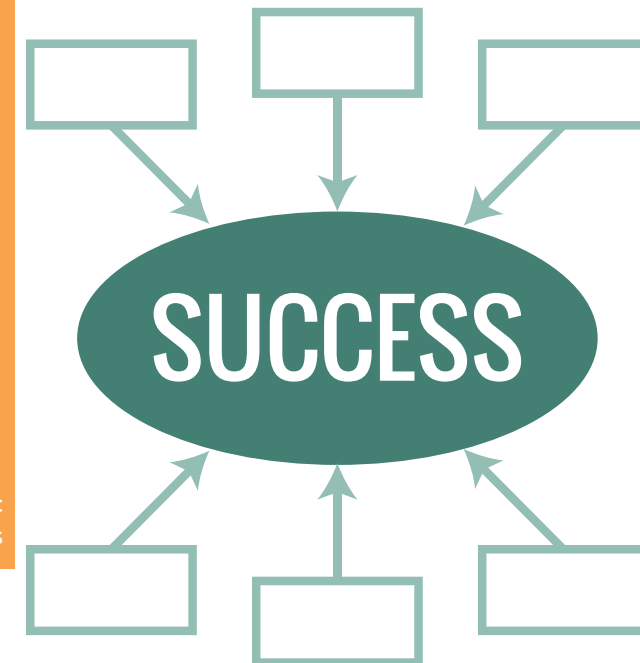
If you're looking to help grow the company, you'll want to offer a reliable experience every time – one that intuitively streamlines those clunky manual processes, making life easier for admin staff, trainers and learners alike.

And that's what a training management system does. With set parameters and processes, you can be assured that every member of your team is on the same page, making internal course supervision simple, and delivering the same great experience again and again.

How accessplanit can help

"The new system impacts on every aspect of our business. We have moved from a paper-based system with postal communication to a fully automated process which keeps everyone informed. Depending on timetables and availability, a six-week cycle has been reduced to days."

University of West London Music Examinations

SUCCESS

5. Superior course promotion and feedback equals superior staff retention

Training is the cornerstone of every great organisation. After all, you're only as strong as the lessons you learn. A well-trained, valued workforce leads to far higher employee retention, and the better the staff, the better the service your business can offer.
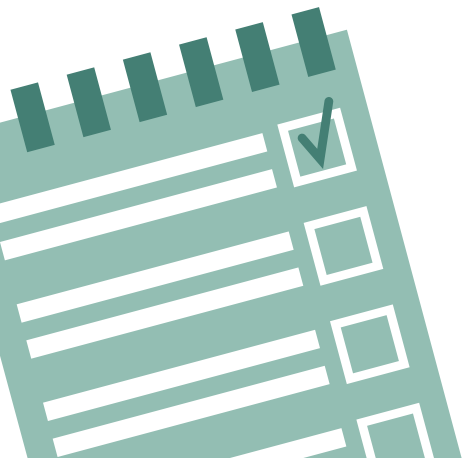
But if you're reliant on offline solutions, it can be difficult to precisely identify potential improvements required in the delivery of your internal training.

No more time wasted chasing staff for feedback: An automated TMS allows you to quickly send and collect pre- and post-course feedback online, collating the results in order to measure how your courses perform and where you can improve in future. You can even set up communications that promote further training and relevant courses, to really boost your staff's skill set and grow your business.

How accessplanit can help

"The accessplanit system definitely adds value to our business. Training programmes can be presented throughout the world in multiple languages at the touch of a button; it offers us and our clients a global learning platform."

Delta KN

6. Measure staff targets with the click of a button

Keep your learners on track and hitting training targets with the greatest of ease. No more wasting time duplicating data and constantly updating profiles; an automated system offers unrivalled options for setting and monitoring staff performance levels. This also allows you to identify where further training may be required for each individual, to really develop their skill set.

Show your staff they're valued. Give them the independence to take responsibility for their own training with branded learner portals, conveniently accessible on any kind of device. Here, they'll have the tools to track their current progress, complete online learning and book additional courses in their own time.

Crafting the strongest possible workforce just got a whole lot simpler.

How accessplanit can help

"The single greatest benefit to me and my department has been the time saved – time that we once spent chasing compliance and running reports – all now automated – can now be used for the development of new courses."

Royal Brompton & Harefield NHS Foundation Trust

Key Takeaways

The perfect training management system for you will:

Deliver flexible course management

Support staff development

Automatically manage required compliance - critical courses

Remove frustrating errors, such as double-bookings

Allow you to track internal training performance

Add value to your training organisation

Maintain traceability of training records

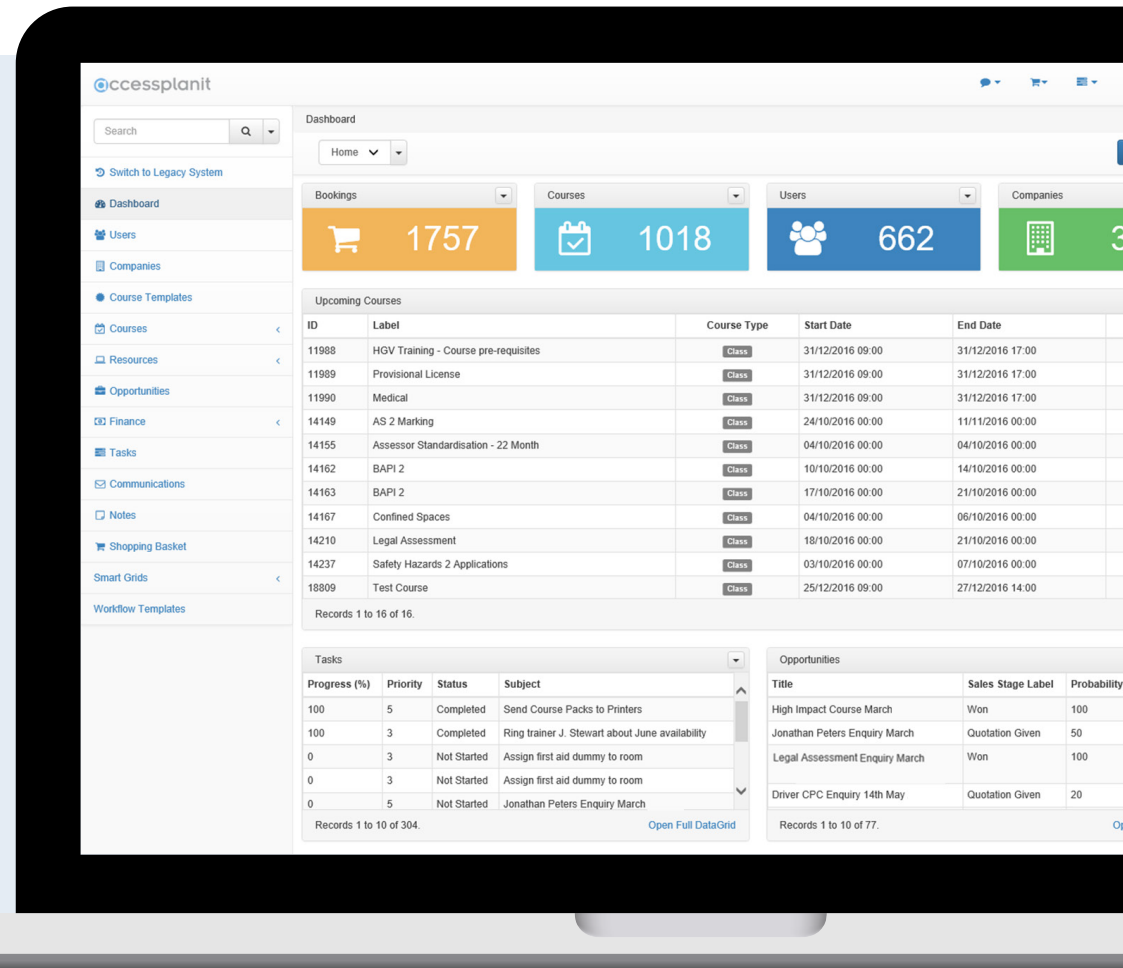Facilitate individual learner responsibility

Demonstrate value and identify opportunities with instant reporting

About accessplanit

accessplanit is a software house dedicated to the ongoing development of the most powerful web-based learning and training management system available today. Our system streamlines business processes, automates communication, and provides effortless end-to-end solutions from course registration through to reporting.

Now you can take control and obtain a full overview of your entire training business – making decisions simpler and life easier. Our team is dedicated to working closely with customers to ensure that after implementation your platform delivers immediate results and adds value. Our purpose: making life easier for customers!

LEARN MORE

t: 0845 543 0229
www.accessplanit.com

accessplanit dashboard interface showing Bookings 1757, Courses 1018, Users 662, and upcoming courses, tasks, and opportunities data.