BirdDogHR™

Learning Management System Checklist

You've been thinking about ways to streamline and improve employee development and need to prioritize your learning goals.

Competitive companies are generally seeking to:

- **Inform, Alert and Reduce Risk**
- **Close the Skill Gap**
- **Ensure Compliance**
- **Prepare the Next Generation of Leaders**
- **Track and Measure Development**
- **Create a Career Path**
- **Manage Certifications**

41% of employees, who report **"poor"** training opportunities at their job plan to leave compared to **12%** who report **"excellent"** training programs.

APA Workplace Survey

Not all new hires will be shining stars that possess every skill and quality that are desired. There are methods to develop employees from within to help close the skill gap and increase engagement, while motivating or reskilling those who already have a grasp on the company's core competencies. If you have been thinking about a new or renewed focus on employee training but aren't sure about current best practices, use this Learning Management System Checklist to identify and organize your priorities.

Online Content
Prioritize how you might use online content to inform, alert and reduce risk

We need to:

- [ ] Build knowledge fast and train employees anywhere, at any time.

- [ ] Train and re-train employees on-demand. Give employees access to critical information when they need it.

- [ ] Distribute consistent training across time zones and regions.

- [ ] Deliver easy-to-understand training courses.

- [ ] Reduce overhead for common topics to free up staff time to focus on your company's proprietary needs.

- [ ] Ensure your training regimen is up to date with HR compliance standards.

Online content communicates critical messages to your team through storytelling. Accurate safety scenarios provide relevant information to educate employees and keep the workplace safe. Employees who go through a well-structured training program are **69% more likely** to stay with a company up to three years.

SHRM

Track and Measure Employee Development

Prioritize how you might use online software to track and measure employee development

We need to:

☐ Measure the development of employees and improve their performance with relevant training.

☐ Provide employees with regular performance reviews and follow up with development opportunities.

☐ Offer a searchable course catalog, test and survey development that's easy for employees to navigate.

☐ Improve and develop employee skills through training and education.

☐ Access a concise list of items every employee needs to complete as a part of the onboarding process.

Following a concise list of action items will help your organization start to develop employees from within, begin to close the skill gap and increase engagement. For more information about the BirdDogHR Learning Management System check out the Bridge the Skill Gap with Employee Development infographic or visit BirdDogHR.com.

An effective learning management system should track the development of your employees and improve their performance with a searchable course catalog filled with relevant training. Automating this process not only helps your training department deliver consistent, up-to-date training, it also helps lighten the load for employee supervisors that may not have experience in delivering formal training. Oftentimes, the employee's supervisor has the primary responsibility for employee development, as indicated by **64% of HR professionals**.

SHRM

Close the Skill Gap

Prioritize how you might use a learning management system to train or reskill your employees

We need to:

☐ Develop current employees instead of consistently recruiting new ones.

☐ Encourage employees to have specific goals.

☐ Relate employee goals to the company's business strategy.

☐ Make a simple, centralized system available to employees so they can continually update their skills.

Employees who are developing their skills will become engaged in daily tasks, while those who possess your core competencies will feel motivation and encouragement.

As multiple generations enter the workforce, the skill gap continues to widen in today's workplace. Employees are the core of your organizations, so don't let the skill gap affect their quality of work. Instead equip them with the knowledge to get the job done and remain engaged. **70% of HR professionals** cited that their company uses development training to educate their employees.

SHRM

Create a Career Path
Identify your company priorities in creating a career path for employees

We need to:

☐ Invest time, training and feedback into employees to keep them motivated and engaged.

☐ Prepare employees to overcome obstacles and take on more responsibility positions can be filled from the inside rather than hiring from outside.

☐ Recognize where skill gaps are in the workplace and have a system to do so.

As you develop your employee's skills, they will become better equipped to overcome obstacles and hold more responsibility in the future. Investing in your employees' careers results in employees investing their loyalty in the company. This will result in higher retention and prepare your company for succession planning. **More than 50%** of small and medium sized businesses do not have a formal succession plan.

[SHRM]

Document Compliance and Manage Certifications
Identify your documentation needs

We need to:

☐ Automate and centralize training certifications and compliance documentation.

☐ Set due dates and reminders, integrate on-the-job activities and track reporting to ensure employees are up to date on their training.

☐ Deliver updated education and training for new and changing compliance regulations.

☐ Be prepared in the event of an audit and all compliance documents are centrally stored and accessible.

☐ Set due dates and reminders to ensure compliance is met.

☐ Access training topics that include sexual harassment prevention, HR and Compliance, health, safety and any other relevant topics.

☐ Track employees to see that they are completing necessary training on time.

Compliance is much more than just meeting requirements. It's about creating a diverse company culture and establishing relationships. Compliance certifications ensure that regulations are met and that your employees develop throughout their career. **79% of companies** believe that diversity initiatives have positive impact on company culture.

[Adecco]

Prepare the Next Generation of Leaders
Identify requirements for leadership development planning

We need to:

- [ ] Present the opportunity for career growth during onboarding.

- [ ] Ensure learning content is optimized for mobile and easy to access remotely.

- [ ] Provide consistent feedback and mentoring.

- [ ] Deliver tools and content that employees need to excel readily available.

- [ ] Promote an environment for new ideas, and consider how to streamline them using technology.

In 2015 Millennials surpassed Gen X as the largest generation in the workforce and quickly they are being considered for team lead and supervisor roles. It's time to prepare for the transition and consider the expectations and learning styles of this generation so they can smoothly transition into management roles and your organization can continue to be successful.

INC.com

There's a comic strip that has been going around social sites for years:

- **CFO says to CEO: "What happens if we spend all this money on training and they leave?"**

- **CEO responds to CFO: "What happens if we don't train our employees and they stay?"**

There is a lot of truth to the comic and the message is clear. If you want to compete and grow the goal should be to invest in your biggest differentiator, your workforce, to increase your organization's output. Employees will stay because they feel invested in and critical to the success of the company. Only then will employee development become your competitive advantage.

Whether you've never implemented learning management strategies before and need best practices or you have a seasoned strategy you want to expand, BirdDogHR™ can help. We're ready to partner with you for complete talent management solutions specifically designed to accelerate productivity. For additional information, send an email to sales@birddoghr.com.

BirdDogHR offers comprehensive talent management software and managed services— everything you need to guide the entire employee lifecycle. The cloud-based talent management system is straightforward and easy to use, so you can safely focus on implementing strategy — not learning new software or worrying it won't keep up with changing regulations. Managed services operate as an extension of your HR department and deliver the expertise and focus you need. Organizations can see ROI in effective growth management, bottom line results and compliance peace of mind. BirdDogHR specializes in high-consequence and government contracting industries because they have unique needs. Companies from other industries can use the BirdDogHR talent management solution — and they do — but the solution is built with the most rigorous compliance needs in mind. Visit us online at www.birddoghr.com.