

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 <u>Learning Management System</u> Checklist to identify and organize your priorities.

Online Content Prioritize how you might use online	e content to inform, alert and reduce risk	
We need to: Build knowledge fast and train employees anywhere, at any time.	Deliver easy-to-understand training courses.	Online co communi message through s Accurate provide r to educat and keep
Train and re-train employees on-demand. Give employees access to critical information when they need it.	Reduce overhead for common topics to free up staff time to focus on your company's proprietary needs.	safe. Emp through a training p more like company
Distribute consistent training across time zones and regions.	Ensure your training regimen is up to date with HR compliance standards.	<u>SHRM</u>

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.





We need to:

Track and Measure Employee Development

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

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

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

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

Improve and develop employee skills through training and education.

Make a simple, centralized

so they can continually

update their skills.

system available to employees

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, upto-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



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

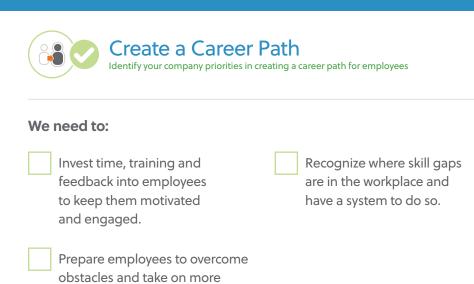
As multiple generations enter the workforce, the skill gap continues to widen in today's workplace. Employees are the core of your organizations, so don't let the skill gap affect their quality of work. Instead equip them with the knowledge to get the job done and remain engaged. 70% of HR professionals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

SHRM

Relate employee goals to the

company's business strategy.





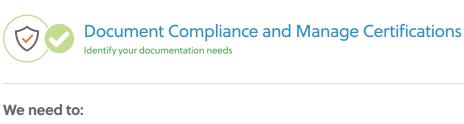
responsibility positions can be

filled from the inside rather

than hiring from outside.

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



We need to:	
Automate and centralize training certifications and compliance documentation.	Set due dates and reminders to ensure compliance is met.
Set due dates and reminders, integrate on-the-job activities and track reporting to ensure employees are up to date on their training.	Access training topics that include sexual harassment prevention, HR and Compliance, health, safety and any other relevant topics.
Deliver updated education and training for new and changing compliance regulations.	Track employees to see that they are completing necessary training on time.
Be prepared in the event of an audit and all compliance documents are centrally stored and accessible.	

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



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.