e-Learning compliance: helping your business tick all of the boxes

A Webanywhere Free Guide

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Compliance is key in business, and in most part it's mandatory. So if it has to be completed, it might as well be done to the best of the organisation's ability. Many companies don't offer training that is memorable, relevant, or even interesting - employees become bored and remember the boredom rather than the training that they've just completed.To help prevent this happening in your company, we've put together a list of key factors to think about when implementing training within your organisation.

Provide examples

Situational examples often resonate with employees as they can either empathise with the situation or can experience it vicariously. These examples or case studies should incorporate situations that the learner may face on the job, showing the consequences of how doing/not doing something may expose themselves and the company to risks. Make best use of this method by creating simple storylines for each module, consider using examples from your own organisation (however be sure to change names).

Be engaging

Tests aren't the most invigorating of things and it doesn't help that introductions and terminology is becoming more complicated and long winded. Creating sharp, bite sized, online modules will produce memorable e-learning that will engage the audience. The use of related graphics will also break up text and entice them further. Though simple in format, this will provide a gentle approach to training whilst encouraging interaction and knowledge retention.

Learning can be fun, a plain screen with text isn't. Incorporating the learner (by personalising the content) into the training will help to keep them engaged, adding an interactive approach and creating focus for material to be retained.

If the training is more engaging and interactive the learner will be more likely to retain knowledge and be able to demonstrate understanding. One way of doing this is by using the 70:20:10 Social Learning Platform. This provides an outlet through which employees can upload training videos they believe will be useful for other staff members. These videos can then be rated and commented on by the workforce, which is similar in style to YouTube and Facebook. Employees are also more likely to pay attention to training that is being conducted by someone they know or who has the same experience, so that it creates a vicarious experience.

Illustrate consequences

Illustrating the consequences of a process being skipped or missed highlights the risks and detrimental consequences that may result. Make sure however, that the examples used to demonstrate this relate to the person and that they are actually believable. If your workforce don't believe the consequence they are unlikely to take the training seriously

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Make it manageable

Ensure your compliance course is structured around the key message you want to enforce. Constantly keep the end result and final message in the forefront of your mind.

Don't create a mountain of text for the learner to work through, keep it concise, jargon free and memorable. The shorter and easier its is to understand the less likely they will become distracted and the greater chance for retention.

Be unforgettable

Justify each word or sentence that you want to add. The more text, the harder it is to remember so stick to around 3-4 main points on a page.

Also take into consideration the way that you remember: are you more likely to remember a story or the storyline of a film, than facts and figures written in a textbook? When the information is provided in the context of a story, it provides more meaning and context, hence a greater likelihood of retention.

Make it fresh

Although most training material will not need to be updated on a regular basis, as soon as a new legislation is released your training material needs to reflect this. Even if new legislation hasn't come into fruition, it maybe best to refresh your training material every couple of years, especially if the course has to be retaken every year by your employees.

Afterwards....?

Putting training into action is just as important, if not more so, than completing the compliance learning. The learner needs to know how the training relates to their role so they can implement it in their working day.

The course needs to be developed in a manner that allows the learner to understand their role in reducing risk within the company. This prevents employees simply being able to recall facts and information. To ensure staff understand training, design a regular assessment that can be taken regularly through the LMS to show the retention of their learning.

Our Compliance Module helps corporates manage compliance for their entire workforce from within a learning management system (LMS). Using Moodle, the world's most popular open source LMS, there are no license fees which is key for keeping costs low when budgets are constantly being tightened - allowing you to do more with less.

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This module is the perfect line of defence for organisations when preparing for internal and external audits. It helps to remind, keep track of, and record all training that has been completed or is still outstanding. What's more, if training needs to be repeated, the compliance module alerts both the managers and learners so that they are aware it needs to be completed once more.

- Manages compliance for your entire workforce using Moodle
- No licence fees
- Allocates compliance learning modules quickly and easily through an intuitive interface
- Allows compliance managers to re-enrol learning automatically when renewals are due
- Set ups acceptance criteria for compliance
- Creates organisations or departments quickly, with their own branding within the platform
- Tracks and reports on organisations or departments with RAG (red amber green) status reporting
- Creates certificates of completion for learners, which is stored in their personal space along with other evidentiary materials
- Has the option to suspend learners, archiving them within the platform for future reference

The future of course management

Webanywhere specialises in learning technologies that enable the concepts described in this paper, and stretch the learning potential of an organisation's most important asset - its people. To discuss social learning, multi tenancy or the effective implementation of a learning management system in your organisation, contact our workplace learning team on 01535 604026, or email workplace@webanywhere.co.uk.

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