



# TRAINING MANAGEMENT

## Better training compliance for a safer workforce

Protect your most important asset – your team. The Assure Training Management solution gives you total visibility of skills and competencies.

Identify skill gaps and reduce the risk of employees undertaking activities for which they are not qualified.

Plan training that will keep your organisation compliant with safety regulations and minimise employee safety risks.

To achieve the best safety training, integrate Assure Training Management solutions with our e-Learning app, Learn, to deliver relevant and engaging EHS training to all your people in-the-flow and on-the-go.

## EXPECTED OUTCOMES



**Reduce risk**  
Ensure correct safety training is completed by each employee or contractor.



**Track compliance needs**  
Demonstrate good training management to internal and external stakeholders.



**Increase visibility in training**  
Regularly review data to identify training opportunities.



**Save time**  
Automate tracking and reporting of your training program.



**Boost training effectiveness**  
Combine classroom training with e-learning, on-the-go and in-the-flow learning.

# WHAT YOU CAN DO

**Manage EHS training courses** – Create and easily update training courses. Choose from traditional training formats, like classroom training, or link to courses on the e-Learning platform, Learn.

**Plan training requirements** – Define and document all training needs. Automatically manage renewal dates and link required courses to job roles. Assign training to your teams in real time.

**Ensure completion** – Maintain up-to-date employee training records. Inform your teams on their training requirements and escalate any overdue training.

**Use training data** – Proactively use your data to identify training opportunities, define potential to upskill individuals, easily plan job rotations and create succession plans.



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# WHAT'S INCLUDED?

## EMPLOYEE TRAINING RECORDS IN ONE PLACE

- ✓ Central register of all health, safety and training records for each employee or contractor
- ✓ Register of employment history and driving licence details

## TRAINING NEEDS ANALYSIS TO EFFECTIVELY PLAN TRAINING REQUIREMENTS

- ✓ Training course library
- ✓ Fully configurable training needs templates
- ✓ Training matrix report
- ✓ RAG (Red, Amber, Green) status rating by employee

## TRAINING MANAGEMENT

- ✓ Configurable email notifications and escalations to your teams
- ✓ Reports of planned, overdue and completed training activities
- ✓ Automatic management of renewal dates for training courses

## REPORTING AND DASHBOARDS TO TRACK TRAINING STATUS

- ✓ Standard training record and training matrix reports
- ✓ Interactive and configurable dashboards

## INTEGRATIONS

- ✓ Integration via API or CSV data upload from your HR system
- ✓ Integration with e-Learning platform, Learn