

# Learning & Development

## Say goodbye to the paper chase.

Boost your Learning & Development offer and cut down on administration.

Say goodbye to the paper chase - Ceridian HRevolution's Learning & Development module provides a full training administration facility, supporting the design, set-up and running of courses.

The module's centralised administration means that users can manage all aspects of training delivery, including wait-listing, venue and trainer management, as well as cost tracking and course evaluation. Thanks to the tailor made self service pages, you can provide managers and/or employees with the ability to search, select and book courses, while the workflow controls the necessary authorisation processes.



The wait-list feature means that our courses are almost always full - without chasing people up!

*Training manager*

### Application Features

- Online course enrolment
- Course set up and design
- Course & programme management
- Wait-list functionality
- Venue & trainer management
- Cost tracking capability
- Online feedback process
- Email notifications

### Process & Design features

- Configurable Workflows
- Tailor-made, branded screen and form design

### Technical features

- Entirely web-based
- Automatic system maintenance, back up and disaster management
- Online support
- Unrestricted user licenses and profiles

### Benefits

#### Reduced Administration

- Reduce the manual paper chase inherent in training administration with online enrolment
- Deliver efficient and effective processes thanks to the workflow
- Broadcast important information to the right people at the right time with the inbuilt communication engine

#### Improve your ROI

- Minimise the impact of non-attendance with the wait-list functionality
- Analyse spend thanks to advanced management information
- Assess the effectiveness of skills retention over a defined period

#### Proactive learning

- Empower users to participate in their own development with Search & Select functions in the self service functionality
- Encourage and use feedback for rapid amendment to future courses

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