

NEOGOV

LEARN

Centralized tracking, online content, and an intuitive course builder allow for training efficiency in a 3-in-1 solution.

ONLINE EMPLOYEE TRAINING – *to cultivate growth, promote excellence and* – IMPROVE RETENTION

NEOGOV's learning management system eliminates the administrative burden of managing multiple employee training programs by providing a centralized online platform designed for the specific needs of the public sector.

Simplify the training process and reduce barriers to learning, in a system that's easy to use for both employees and managers. Learn's 3-in-1 solution comes with over 400 courses, a course-builder with an easy-to-use intuitive interface, and the ability to add classroom trainings and track employee license and certification renewals specific to the public sector. Learn increases productivity, ensures compliance, and mitigates risk.

With Learn, automatically assign new hire training for streamlined onboarding. Maximize the benefits of Learn by also using Perform, NEOGOV's performance management software, to identify skill gaps and build curricula to address areas of improvement.

CREATED FOR YOU *and your employees*

- ✓ Designed for the public sector
- ✓ Centralize training and tracking
- ✓ Promote employee growth



HIGHLIGHTED FEATURES

CUSTOM COURSE LIBRARY

Build customized courses, upload SCORM, or use any of the 400+ courses in NEOGOV's course library. With a robust and growing catalog, Learn offers pre-built courses in Employment Liability, Human Capital, Health and Safety, Law Enforcement, Public Works, and many more public sector-focused courses. Create your own courses and add quizzes to Word, PowerPoint, Adobe Acrobat, online videos, and more.

- Growing library of 400+ pre-built courses
- Easy to upload or build custom courses and quizzes
- Easily group courses into learning plans for new supervisor training
- Courses specifically for hiring managers, such as Lawful Hiring, Guide to Interviewing, and Uncovering Implicit Bias

REPORTING & COMPLIANCE

Using Learn, reduce risk and liability claims with consistent, trackable courses, and license/certification renewal reminders. Easily store results, completions, and generate the reports you need to show compliance. Use Learn's quick visual indicators of progress across or within departments. View the status of course enrollment, completion, and overdue courses.

- Track course completion
- Monitor individual and department progress
- Reduce risk and liability with reports

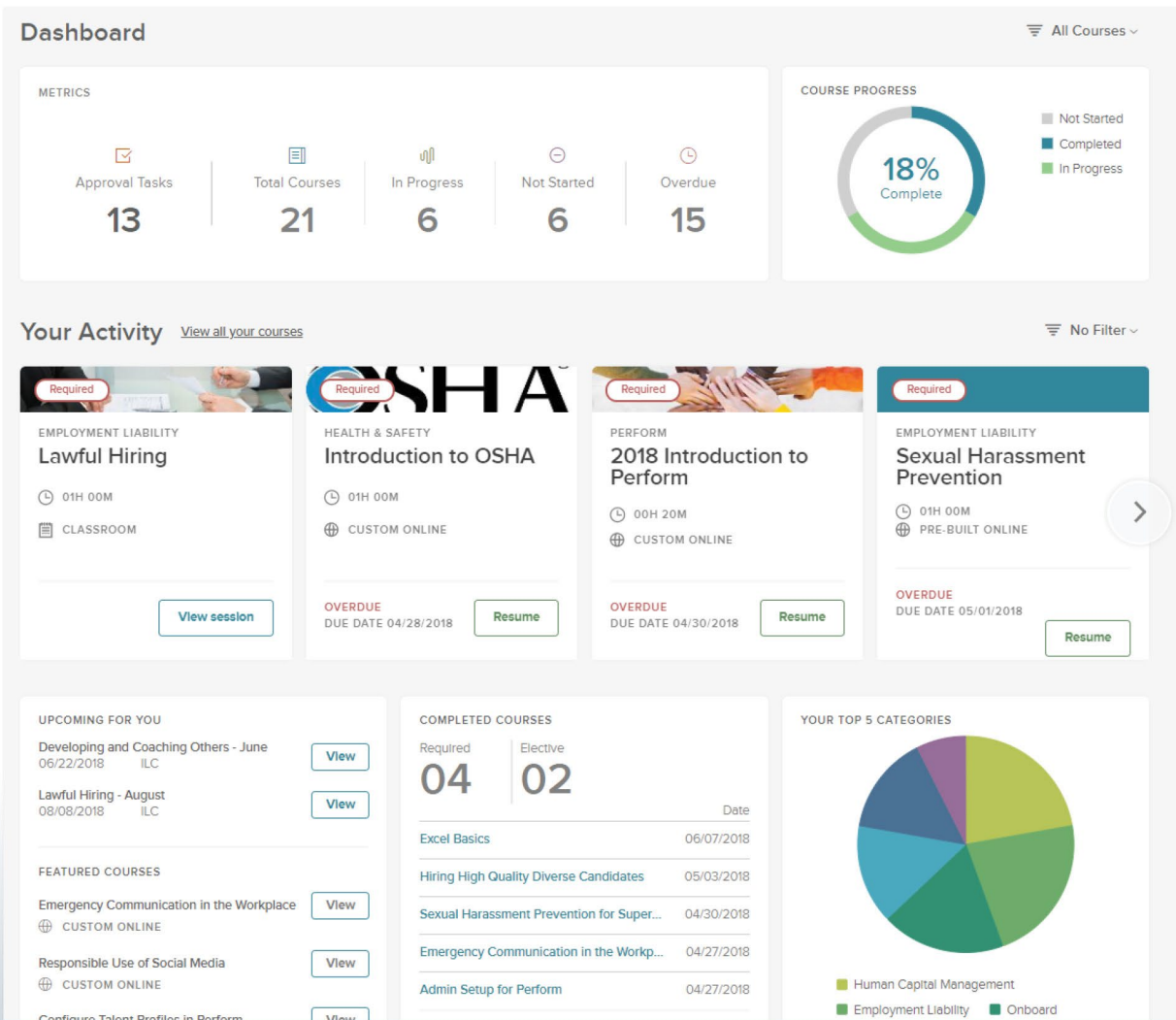
MODERNIZE PROCESSES

Learn's mobile experience and integration with Google and Outlook calendars make it easy for employees to stay informed of course requirements and complete them on the go. Use automated notifications and reminders to increase engagement and improve class attendance rates.

- Automated notifications and reminders
- Mobile-friendly interface
- Increase accountability and participation

“The online products & services they provide are invaluable for fulfilling our diverse & disperse training needs, as well as being affordable, & cost-effective.”

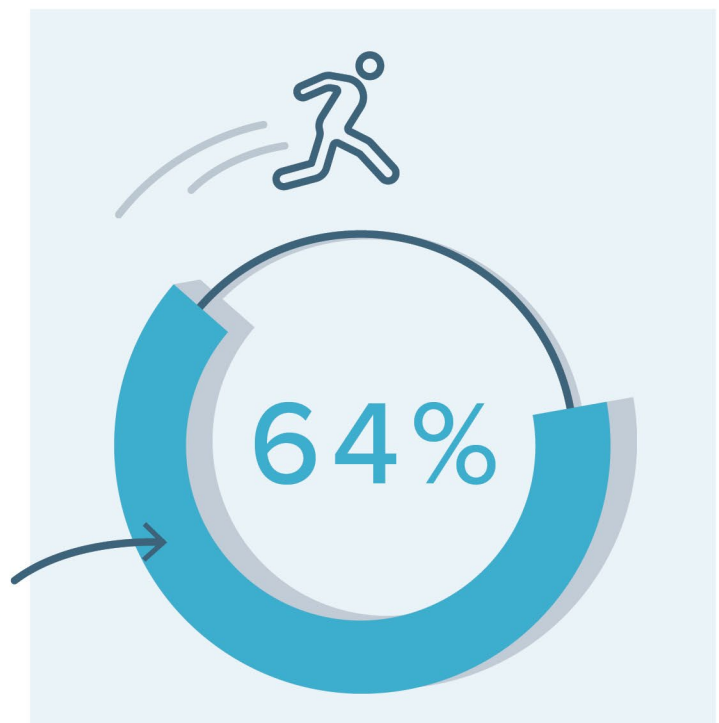
TRACY D. GALLO
State of Vermont



CULTIVATE GROWTH & PROMOTE EXCELLENCE

Help employees reach their full potential with continuous training that results in more competent and proficient employees. Make employees more effective in their current role or visualize a path to promotion. Our catalog includes course topics around communication skills, teamwork, and ethical decision making.

According to Accenture's survey of Chief Administrators, **64%** said a growing skills gap is their greatest workforce challenge. Implementing new training initiatives closes the gap.



IMPLEMENTATION



PHASE 1 INITIATION

1-2 Weeks

KICK OFF

Bring stakeholders, internal resources, and project team members together to review scope, align expectations, clarify roles and responsibilities, and agree upon milestones.

PROCESS ANALYSIS

Examine your current processes and decide if changes are needed. Using our process-proven implementation workbook as a guide, answer questions designed to make your implementation smoother and faster.

Add-On Service: Business Process Facilitation available for purchase.

PHASE 2 CONFIGURATION

1-3 Weeks

DISCOVER

Choose from self-directed learning or purchase on-site / remote instruction to learn how to use and configure Learn's features, allowing you to meet your needs and goals.

CONFIGURE

Test your system to ensure functionality, security, and experience meet expectations. Create and test your courses, then impersonate Employees and Managers to ensure the experience is engaging.

Add-On Service: On-site training available for purchase.

Best Practice:

Leverage the library of 400+ online courses. Add your own courses and share to access other customer-shared courses.

PHASE 3 PRODUCTION

2-3 Weeks

PREPARE

Review your set up with your implementation consultant to fine-tune and ensure Learn is ready to go live. Leverage the online resources available from the NEOGOV Community to conduct training sessions.

TRAIN

Ensure successful adoption through end user training for HR Users, Managers, and Employees. Leverage the online resources available from NEOGOV to conduct training sessions.

Add-On Service: On-site or remote training for end users available for purchase.