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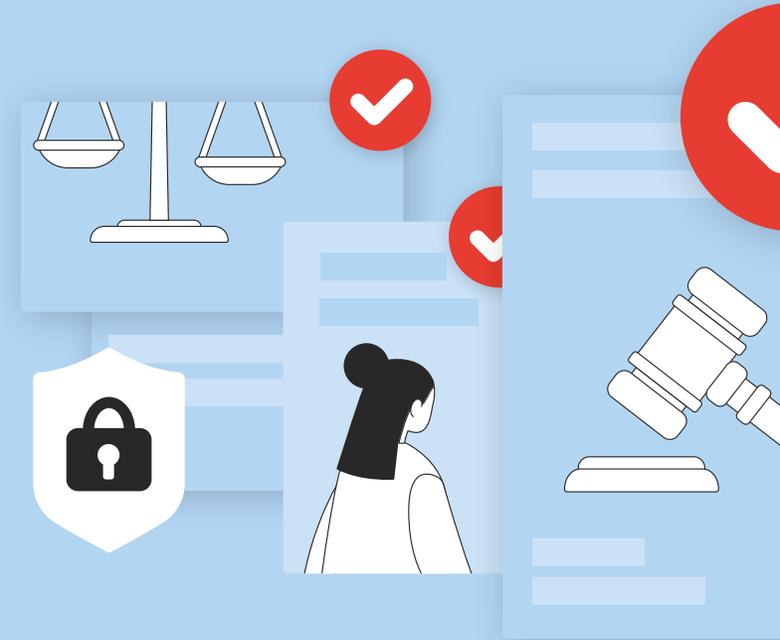
Helpful features of the imc Learning Suite

Implement Compliance Training successfully with the imc Learning Suite

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Automate your compliance training

The imc Learning Suite enables you to define target groups for training courses and book them automatically. Progress is continuously documented from the time of booking, and learners can be reminded by automatic messages to complete these courses within the required period. An automated refresher training mechanism ensures that the course is repeated regularly, so that the employee always meets all compliance requirements. All status changes are stored throughout the entire process, ensuring that all compliance-relevant activities can be tracked and monitored across the board.

By using personal profile data, new employees can also be automatically identified and immediately trained according to requirements during the onboarding process. The imc Learning Suite also supports maintenance through necessary repeat training and recertification.

All compliance-relevant activities are supported by the system, from the nomination of target groups to the tracking of course progress and the so-called "chasing", right through to the reporting of training measures.

Benefits

Save valuable time through automation

Reduce the susceptibility to errors

Automate reminders for learners

Keep an overview of the compliance status of your teams

Nomination

The nomination process describes the formation of target groups for defined compliance requirements and the selection of training measures that must be carried out to meet the requirements.

The imc Learning Suite provides support by defining and selecting target groups via inclusion and exclusion rules. Nomination criteria can for example be courses, user attributes, course types, learning paths, skills, group assignments or job profiles. Target groups can be generated automatically via batch jobs that can be configured as desired or after a manual start.

Further Functions

Consideration of time limits

Inclusion of status changes

Automated training allocation and booking

Recertification workflow based on a dynamically calculated due date

Optional manual or time-controlled, automatic initiation of the recertification processes

Automatic assignment of the most current learning content during recertification

Waiting list management

Resetting learning progress when training is required again

Tracking

The tracking process describes the continuous monitoring of the learning progress of training measures. So you can be sure that you meet the compliance requirements.

The imc Learning Suite makes the current status of training measures traceable at any time and facilitates progress control via reports, automatic notifications and the course progress display.

The current status of the training activities can be graphically displayed in the imc Learning Suite on a reporting dashboard. The reports can be configured individually and offer filter options so that those responsible are always informed about the status and possible need for action. On request, the reports can also be sent to the compliance officers on a regular basis or triggered by predefined events.

Chasing

For training measures that must be carried out due to legal or internal company compliance requirements, there is often a fixed time frame for successful completion. If such deadlines are not met, this can lead to the employees not being able to perform tasks due to a lack of professional qualifications or not being entitled to perform them due to legal requirements.

To support the successful completion of such training measures, employees are not only informed about the status of their mandatory measures, but are explicitly requested to complete them within the defined period. In the compliance environment, the term "chasing"

has become established for this task. Compliance officers can not only easily create compliance training courses in the Learning Suite user interface, they can also assign validated content to users of predefined target groups. With just a few clicks, graphically appealing and meaningful reports on compliance status can be activated.

In addition to the monitoring and chasing options available via the user interface, the notification module of the imc Learning Suite can be used to define the time intervals at which the distribution groups are to be informed by e-mail about the compliance status of employees.

Refresher Training

The recertification workflow controls the fulfilment of compliance requirements for the respective target groups on the basis of a dynamically calculated due date. It also triggers recertification processes either manually or automatically at the optimum time. The efficient design of the recertification process creates a high level of up-to-date information, a high level of information, relieves those responsible for compliance and reduces sources of error.

RECERTIFICATION
AFTER X MONTHS

TRAINING
REGISTRATIONS

TRACKING
REPORTING

TRACKING
NOTIFICATIONS

COMPLIANCE
TRAINING
CLOSED

5 tips for engaging compliance training

1. Know your target group
Even though compliance today affects almost all work areas and employees, a training course should always be tailored to the target group for which it is intended. Does the target group need in-depth knowledge about compliance, or is it enough to sensitize them?

2. Focus on performance and outcome instead of mere information transfer
In every area of compliance there are a multitude of problems and rules. But not every possible scenario is equally relevant. Awareness of specific risk areas and possible measures are more important to the learners than knowledge of all conceivable compliance scenarios. The focus should therefore be on the cases that the target group can actually encounter or that have occurred in the past.

3. Focus on behavior change
Simply learning rules by heart causes rejection by many people and rarely fulfills the goal of compliance training. After all, the learners should behave according to the compliance rules and not be able to give a lecture on these rules. The focus of a compliance training course should therefore be on changing behavior.

4. Use authentic content with consequences
Examples and concrete cases where the learners can test their knowledge in an application-oriented way are preferable to knowledge queries. It is important that these examples can also be encountered by the target group in everyday work. The more concrete a case study is and the sooner it fits into the target group's everyday working life, the more interesting it is for the learners. This is the only way to show credible consequences that convey the relevance of the content to the learners.

5. The format is crucial
Compliance as an often dry perceived topic must be brought to life. Even more than with other topics, an initially boring-looking compulsory training can become a learning experience by using scenario-based approaches and storytelling, gamification elements or interactive elements to bring more life into the training.

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Rewrite the way we learn
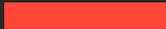
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