

HOW TO EFFECTIVELY ROLL OUT AT-LEARNING SELF SERVICE

Designed for Learning and Development Managers and Teams

Workshop Overview

AT-Learning is often initially implemented as a centrally administered learning management system within an organisation. Although a number of benefits can be realised from this approach, additional benefits can be leveraged by rolling out direct access to the system to Training Providers, Trainers, Managers and Staff, both within the organisation and externally.

Self Service will bring significant cultural and procedural change within NHS organisations, however by rolling out AT-Learning it will help central learning and development functions to become specialist teams and not just a centralised administration function. Additional benefits of rolling out Self Service access to AT-Learning include:

- Development of more efficient / optimal processes.
 - Making Training Providers accountable for their own activities and schedules along with reviewing bookings to ensure activities are run with the required numbers will increase the cost efficiency of training. This is facilitated by the use of key system reports.
 - Allowing Trainers access to the system to create their own attendance lists, mark attendance and record performance following training will increase the accuracy of data and the increase the speed and availability of information to the organisation.
- Managers will take more responsibility for their staff's learning and development and ensure activities undertaken are in line with the requirements of their post and individual development needs.
- Allowing staff to book directly on training activities will empower them to manage their own learning and development; whilst manager approval processes will ensure that development is appropriate.
- AT-Learning's integration with the e-KSF via the Personal Development Plan (PDP) will have a positive impact on the percentage of staff undertaking their annual KSF Development Review if staff use the e-KSF PDP to book onto learning and development activities.
- Self Service processes will help to initiate a learning culture within the organisation.
- By redefining processes within the Learning and Development function valuable administration time can be saved and utilised for more value adding activities.

Workshop Programme

Within the workshop we will help you to create a tangible project and communication plan for the roll out of Self Service within your organisation and explore the key activities required to make this project a success. The workshop programme below is what has worked well within other organisations, however this can be customised to your local needs as required:

Section	What we will cover
Workshop overview	We will outline the topics that we will be covering throughout the day and the benefits that you will obtain from the workshop.
Organisational objectives	We will discuss what the organisation wants to achieve with regards to Self Service. This will form focal points for the rest of the day.
Senior level engagement	We will discuss the senior level engagement required to meet the objectives identified and ways of securing and maintaining this.
Learning and development key task / process review	There is not sufficient time to complete a full learning process review however we will outline the key Self Service tasks and outline the new processes to be put in place in line with the objectives and ways to implement these new processes.
Training Provider engagement	Within each of these sections we will discuss engagement in the following context: <ul style="list-style-type: none"> ▪ outline of role, responsibilities, requirements ▪ access route - e-KSF or AT-Learning (where appropriate) ▪ training requirements ▪ obstacles ▪ materials ▪ communication requirements and channels ▪ timescales.
Trainer engagement	
Lunch	
Manager engagement	
Staff engagement	
Project , communications and resource planning	We will help you to highlight the key tasks within your project plan including communications and resource planning
Risk logging	We will help to form a risk log so you can help manage project risks.
Summary of the day and questions and answers	

Throughout the workshop we will be able to give you advice on the mechanisms and processes that have been successfully utilised in other organisations to build towards embedding Self Service access to AT-Learning.

The implementation of Self Service to any central system across an organisation will of course take time. Along with the realignment of processes, roles and responsibilities, there is a cultural change process. However the benefits derived are a positive driver for this and within the workshop we will help you to create a self motivating project plan to ensure that the project is completed successfully.

By helping organisations to roll out Self Service we can help to change the culture within the NHS organisations to one of learning organisations which will have the knock on effect of reduced recruitment costs and staff turnover.

Workshop Cost

The charge for this workshop is our standard daily rate of **£950+VAT** and consultants reasonable travel expenses.

Additional Information

For more information on this workshop please contact your AT-Learning Account Manager or email info@think-workshops.co.uk.

We have designed this workshop to give you the foundations to help you roll out self service within the organisation. If individuals within your team would benefit from additional coaching to ensure the key milestones are achieved we can discuss ways that this can be best supported by Think Associates.