

## MAKING THE MOST OF AT-LEARNING FUNCTIONALITY

*Designed for Learning and Development Managers and Teams*

### Workshop Overview

AT-Learning has been developed as a comprehensive learning management system for NHS Organisations which will deliver benefits at both organisational and individual levels.

AT-Learning is deployed using a standard process which includes a detailed deployment workshop to plan the implementation and take into account organisational needs and three days of core systems training. This is complimented by three days of dedicated project management support to get organisations up running with core functionality. This approach ensures that organisations are live with the system quickly and effectively enabling immediate benefits to be realised from AT-Learning core systems processes.

To build on this approach organisations may look to take advantage of the additional benefits that can be obtained through full utilisation all of AT-Learning's functionality and processes. All of these functions and processes are intuitive on the tool, however some organisations have found having a day of focused time with their Account Manager useful in learning more about functions not currently being utilised an planning how to embed new or streamlined processes.

### Workshop Programme

The workshop will be a hands-on session for all delegates and begin with a review of your current stage of AT-Learning implementation within the organisation. This will include: what functions are being used, what appears to be working well and what processes potentially need more support. This will help us to more fully understand your current stage of deployment to help you to prioritise which aspects of the tool require more support to obtain the maximum benefits from the tool. We will discuss with you which of the following functions would be most useful to include in the workshop (with time allowing up to 6 of the following functions to be covered in detail):

Function	What you will learn
Correspondence Module	We will recap on the functionality available within the correspondence module available on the tool and review any templates currently being used. We will look to make recommendations on how information can be improved and also review the processes that are being used currently within the organisation to disseminate information, to see whether additional process improvements can be made.
Target Audience Functionality	We will look at the way in which you can utilise the 'target audience' functionality on the tool to push training to individuals, staff groups, client organisations and locally definable user groups. Using this functionality can generate significant benefits for both individuals and the organisation as it allows for exception reporting within the organisation to minimise risk from non-compliance of statutory and mandatory training.

Function	What you will learn
Activity catalogue	We will look at how to generate Activity Catalogues on the system and explore the information that can be contained within this to remove the need for separately created learning brochures. We will also look at how you could use this catalogue with existing communication processes within the organisation to ensure an effective dissemination of information.
Course evaluation questionnaires	We will look at how to create and manage your evaluation questionnaires, along with how to run reports on the outcomes and how this can be deployed to staff to ensure that learning and development activities are properly evaluated.
e-Learning	We will look at how you can upload and launch e-learning content using AT-Learning's powerful e-learning platform. We will also look at how to link AT-Learning to external e-learning to allow your staff to access this via the AT-Learning e-learning portal.
Managing course materials	We will look at how you can add course materials to the system and then how this can be used to ensure greater consistency of training provision within the organisation.
Umbrella activities	We will look at how to create umbrella activities and how this can be used to more efficiently manage the learning and development activities within the organisation.
Managing NHS and non NHS client organisations and external system user management	We will look at how you can manage NHS and non NHS client organisations on the system and what benefits this can bring to the organisation when using reports on training activities. We will also look at how external system users are being added to the system to ensure that there aren't duplications occurring within the system. This functionality can allow an organisation to 'revenue generate' in the future.
Using modular activities	We will look at how to create modular activities, the benefits of using this to structure learning activities and also the limitations of this (when modules shouldn't be used).
Enhancing activity set up using prerequisite activities and progression activities	We will look at the additional functionality within the activity set up to tailor courses to the target audience. In particular looking at pre and post course requisites to ensure that the right individuals attend the right activity to meet their needs and current competence.
Pending and Support Tasks	We will look at how you can use the 'pending tasks' and 'support tasks' to maximise the efficiency of BDAs and ensure that all tasks are completed on the tool to enable effective reporting results.
.....or any of the more commonly used functions	We can review any of the tools functions that you maybe having difficulty with.

## Workshop Cost

The charge for this workshop is our standard daily rate of £950+VAT\*<sup>1</sup>.

## Additional Information

For more information on this workshop please contact you AT-Learning Account Manager or email [info@think-workshops.co.uk](mailto:info@think-workshops.co.uk).

<sup>1</sup> Plus reasonable travel expenses.