

MAKING THE MOST OF AT-LEARNING REPORTS

Designed for Learning and Development Managers and Teams

Workshop Overview

Within the standard three day training plan delivered as part of all AT-Learning deployments we cover the key aspects of system reporting, however additional benefit can be realised by running an additional one day workshop with more focus on the content of specific reports following extended use of the system.

Within this workshop we will look at how to maximise the value added to the organisation from the Learning and Development function and also review the functionality within the tool geared to enabling Learning and Development teams to revenue generate which is an increasingly important requirement within all NHS organisations.

Workshop Programme

In advance of the workshop then your consultant will have spent time compiling reports from the system so that the time in the workshop is not restricted to the creation of reports from the system (covered in the third day of AT-Learning training) and thus benefit is maximised. 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 you will learn
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.
Standard system reports	<p>We will look at the following reports to help you to identify where improvements can be made to processes within the department and provision of Learning and Development activities within the organisation.</p> <ul style="list-style-type: none"> ▪ Year End Attendance Report ▪ Statutory and Mandatory Exception Report ▪ Activities Report by Staff Members ▪ DNA'd Report by Staff Members ▪ Refresher Report by Staff Members ▪ Activities and Venues Report ▪ Activities and Trainer Report ▪ Delegate Activities and Schedules Reports ▪ Mandatory Training Matrix Report and Mandatory Trainings by Staff Members Report ▪ Activities by Other Organisations (if appropriate) ▪ Activities Evaluation Questionnaire Report and CEQ Report <ul style="list-style-type: none"> ▪ If this report is being utilised we will look at the information as appropriate or we will discuss how this can be utilised and the benefits the data can bring for Trainers and the organisation.

Section	What you will learn
NCRS and risk management reporting	The risk management reports in the system require training activities to have been classified and target audience defined. If your organisation is currently not using these two pieces of functionality then we will work with you to help define how you could use this to maximise the use of the system (and then show how these reports will help you to minimise individual and organisational risk).
Using Excel to help manipulate reports	Systems can only generate reports on the information held within it. We will show you some key skills within excel which can be used to merge the data held within different systems to show information you require. These skills will reduce the time involved with producing organisation reports and help you to distribute key information to individuals within the organisation.
Project planning	Following a review of the findings of the reports from the system we will help you to build an action plan to address some of the issues
Question and answers	

Who Will Run This Workshop?

This workshop will be facilitated by one of our AT-Learning implementation consultants who have had first hand experience of managing a Learning and Development team within the NHS so you will benefit from not only expert systems knowledge but also individuals who have successfully achieved compliance within the NHS to NHSLA standards.

Workshop Cost

The charge for this workshop is our standard daily rate of £950+VAT*¹.

Additional Information

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

¹ Plus reasonable travel expenses.