

STREAMLINING YOUR LEARNING PROCESSES

Designed for Learning and Development Managers and Teams

Workshop Overview

We understand that key elements of a Learning and Development teams work are based around standard ways of doing things - standard booking processes, reporting processes, supplier management processes etc. We also understand that there are key drivers to use technology to streamline these processes and there can be a difference between the way that IT systems do things, and the way that Learning and Development leaders see things working.

If you identify with the following comments, then this workshop will be of significant benefit to you:

- "We seem to have five different ways of doing the same thing."
- "We spend lots of time on creating a "work-around" because the systems don't do things the way we need them to."
- "When someone new starts, it takes a long time to explain how we do things."
- "Lots of different people seem to get involved before we can finish things."
- "We think we could be more efficient in our tasks."

Following the initial implementation of any Learning Management System within an organisation, including AT-Learning, there can be significant benefit realised from reviewing the processes within the Learning and Development function in line with the systems processes and skills / competencies of the team. This is relevant if there is intent to roll out Self Service or retain a centrally administered system.

Workshop Programme

The purpose of this workshop is to review the current learning and development processes within an organisation and help to define the move to more process efficient ways of working, by ensuring duplications are identified and removed from workflows. We have put together the following programme to help to achieve this:

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.
Mapping of existing learning and development processes	You will learn a simple, hands-on and engaging method of process mapping that gets quick results and high levels of buy-in from your team and senior stakeholders. Using this approach we will map a number of key Learning and Development processes where the organisation is experiencing problems.

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Review of existing learning and development processes and mapping of new processes	We will help you to recognise the parts of your current processes that are working really well and the areas where there is room for improvement. We will help you to identify where AT-Learning can support and improve these processes or potentially instances where processes need to change to make best use of the tool.
Roles and responsibilities	We will help you to clarify the roles and responsibilities within the team and to make sure that each process step is completed by the most appropriate person.
Process change planning	We will leave your team with clear next steps, to help them make the practical changes identified within the workshop.
Question and answers	You will have the opportunity to ask any questions on the issues discussed on the day and plan any next steps required to take things forwards within the organisation.

At the end of the workshop, delegates will have:

- A shared understanding and agreement about the way that key Learning and Development processes currently happen.
- An understanding of what positive impact AT-Learning can have on your Learning and Development processes.
- Identified opportunities to optimise existing processes with quick wins, and longer term improvement programmes.
- New skills in practical process mapping, which can then be use in other parts of their role or within other teams in the organisation.

Think Associates are in an ideal position to help organisations realign their processes and maximise the value and benefit that can be achieved through the implementation of AT-Learning.

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.