

Achieving compliance can be a difficult and costly process. And non-compliance has its own set of costs over and above any of the large fines that may be assessed by a regulatory body, including firings, lawsuits, public censure, loss of supplier contracts, stock devaluation and bankruptcy. Whether the requirements are defined by an outside entity or internally mandated for purposes of quality assurance, compliance-related issues affect organizations across all industries.

Around the world, companies and government agencies use the SumTotal Enterprise Suite™ to manage their compliance-related needs and to consolidate systems and data, greatly reducing costs and time. The process can be broken down into six main categories:

1. Assignment and Notification
2. Training and Monitoring
3. Measurement

4. Remediation
5. Validation
6. Recertification

1. Assignment and Notification

Each time a regulatory change occurs, the training department must determine who it impacts and how. Whether for a new regulation, an update to an existing one, assignment and notification needs to be comprehensive and easy.

The SumTotal Enterprise Suite helps you:

- Assign training by job role
- Send notifications to employees and managers customized to your needs
- Set up one-click registration to accommodate custom blended learning programs that consist of online and offline learning, including on-the-job training and seminars

2. Training and Monitoring

The easier it is to collect and access compliance-related data, the more ready your organization will be when it's time for the next audit. Simplify the process of tracking, monitoring, and managing certifications by doing it all from a central location.

The SumTotal Enterprise Suite helps you:

- Reduce exposure to litigation and fines by centrally tracking training and completions
- Simplify administration by retiring of old versions
- Quickly access employees' certification history and required certifications
- Reduce user time and frustration with single enrollment for complex curriculums
- Work easily in your business flow with supervisor checklists for on-the-job training, and e-signatures and audit trails
- Automatically notify users when a new version is available
- Track whether re-training is required for a particular version change and automatically notify users if retraining is necessary

3. Measurement

When you are always just one click away from a 'report card' of your organization's compliance readiness, it makes it easy for you to provide up-to-the moment, actionable insight into the impact of learning on business results.

Compliance

SOLUTION DATASHEET

The SumTotal Enterprise Suite helps you:

- Access real-time knowledge on how employees are meeting their requirements
- Increase productivity with individual reports and business dashboards giving regular updates on training gaps and impact on operations
- Easily search, segment and report on data by job code, regulation, location or exception status

4. Remediation

Once compliance gaps have been identified, the challenge becomes to address those gaps and then to prevent them from recurring. Give managers the tools they need to stay on top of organizational readiness, like easy access to exception reports and the ability to choose when and how often they receive automated email alerts. And empower your employees by alerting them to their upcoming and overdue training and certification requirements to allow them to address potential gaps before they occur.

The SumTotal Enterprise Suite helps you:

- Assign activities to an employee's development plan based on assessed gaps in learning or skills
- Help employees and managers achieve vital objectives through continuous measurement and real-time communication
- Provide students automated email reminders for required training and impending certification expirations
- Provide managers automated email reminders of their direct reports' impending certification expirations

- Give managers easy access to exception reporting from their homepage

5. Validation

External agencies often expect organizations to produce reports to meet accreditation and regulatory compliance standards. And being able to provide evidence of training is also critical for internal quality processes.

The SumTotal Enterprise Suite helps you:

- Produce compliance reports, whether online or paper, with a wide assortment of templates that you can customize to meet your needs
- Specify which tables you want to audit in order to collect the specific information you need for your compliance requirements
- Implement version control to track multiple versions of courses and documents

6. Recertification

Many organizations use certification programs to ensure that an employee or partner has completed the required curriculum as required for a type of job or licensing. So it's important to be able to easily track and renew certifications and ensure that employees are fully certified whether in selling products to clients, operating machinery or supporting systems.

With the SumTotal Enterprise Suite, you can:

- Set up re-certification parameters for each learning activity creation
- Easily re-use necessary parts of a curriculum for re-certifications
- Automatically notify employees, partners and managers of upcoming renewals and expirations

For more information, please contact us at +1 650 934 9500, or toll-free at +1 866 768 6825, or via email at sales@sumtotalsystems.com.