

## Are you considering a compliance training partner?

Developing and administering an effective compliance training program can be a complex task – one that presents many challenges to even the most prepared organizations. Trying to understand what constitutes effective training without taking action to establish a program hinders organizational performance and upward maturity. This inertia stalls the uphill climb, creates negative perceptions within an organization and ends in compliance fatigue.

That said, this effective training enigma isn't as elusive as you may think. In fact, it is quite obtainable when built with the right partner and resources.

### Where does it all start?

The answer is simple – research and tools. Selecting the right compliance provider ensures your program is designed, implemented and administered in such a way that your leadership team—and your organization—recognize the value an effective compliance program can deliver.

Compliance influences a variety of direct and indirect costs, employee productivity, morale, third-party contracts, and many other factors that contribute to the bottom line. However, to measure effectiveness, you must ensure your program is designed correctly and that you're evaluating the right metrics. If not, you may find that effective training remains an enigma.

If your organization is considering compliance training, here are some critical evaluation criteria to use in assessing any potential long-term partner.

### Let's start by asking the right questions...

Choosing the right company	Skillsoft	Your current provider
<ul style="list-style-type: none"> <li>Does the organization provide a reputable foundation that my company can trust?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>What do existing customers say about program strengths and weaknesses, after the contract is signed and the program is implemented?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>How long has the business been administering compliance training—are they a leader in the space?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>How many customers are using their training—and how many learners have they trained in the last three years?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Can the company help us maintain a corporate-based compliance structure with training administered across regional and global offices—including any third-party partners and contractors?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Does the company demonstrate year-over-year investment in the training materials we provide to our employees—allowing learners to experience variation in training content for recurring topics and assignments?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• Can the company supply a range of topics in ethics and HR compliance, workplace safety and health, leadership, business skills and IT courses to help develop talent—all while meeting compliance requirements and mitigating business risks?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Will it be effortless to administer periodic refresher and annual recurrence training to all employees?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comprehensive administration and reporting	Skillsoft	Your current provider
<ul style="list-style-type: none"> <li>• Will my team have the ability to monitor when an employee's training is overdue?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Can our training provide course-level attestation, to certify the correct employee is taking the required training assignment?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Can we incorporate topic-level testing into each of our courses, to make certain employees understood the training materials?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Will my training administrator have access to automated reports, detailing training status at an individual or group level?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Will employees, managers and administrators receive training notifications based on configurable triggers?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Can I assign training to groups of employees based on job role, job function, geographical location and corporate division?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Will HR or administrators have access to a complete training history for each employee?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Can our training system track on-the-job training, classroom and instructor-led events in addition to online eLearning?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Do we have policy certification capabilities—guaranteeing employees can attest to reading and agreeing to company policy?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• If employees disagree with a policy, do we have the proper tools in place to document and follow up?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Can we create surveys, quizzes, and tests to check employees' knowledge, identify risks within the organization, or obtain policy attestations?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Can our training system we provide a unique, blended learning approach through accredited partnerships—with job aids to help aid in classroom and small groups discussions?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

It's all about the content	Skillsoft	Your current provider
<ul style="list-style-type: none"> <li>• Can I access a suite of learning formats including courseware, scenario and instructor-led videos to enable micro-learning across all levels of the organization—embedding compliance thinking and accountability into the minds and actions of our teams and leaders?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>What helpful resources are available to assist learners who may be in need of additional learning materials such as job aides or skill briefs?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Will changes or variances in laws be applied to the necessary training materials to ensure we adhere with legal standards before requirements change?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Can we reinforce core competency around pressing compliance topics with 3-5 minute, scenario-based videos?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Will we have access to a comprehensive list of language translations, and geographical localizations for non-U.S. and non-English speaking employees?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Can our team create and customize learning content ourselves, without having to rely on costly customizations from our partner?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Do we have the ability to configure training topics to meet evolving needs when creating a global code of conduct or global orientation safety program?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Is each training course reviewed by a professional legal firm to guarantee accuracy?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Understanding platform and integration	Skillsoft	Your current provider
<ul style="list-style-type: none"> <li>Is this the most cost-effective and customizable compliance-based learning platform, designed to meet my unique challenges of compliance training?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Will our training materials, tracking and record-keeping ensure the organization can demonstrate a good faith effort to comply with federal laws in the event of incident?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Does the platform offer flexible options to meet the size and needs of my organization?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Will we have the ability to access sophisticated tracking and measurement features—to ensure we can track and measure training adoption and effectiveness?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Can we embed assessments and practice exercises into our training program?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Does this solution allow us to deliver training anytime, anywhere with on-the-go training support?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Can we use this content in our own third-party learning management system?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Keep training interface simple for employees	Skillsoft	Your current provider
<ul style="list-style-type: none"> <li>Does this solution provide an easy-to-use and intuitive interface available in multiple languages?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• Can my employees easily view assigned training events and the completion criteria for each assignment?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Can employees print certificates for completed training?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• If an employee's training is interrupted, will their place be saved so they can pick back up where they left off at a later time?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Does the solution offer a seamless and secure login from other applications?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Accessing support and consulting services	Skillsoft	Your current provider
<ul style="list-style-type: none"> <li>• Will we receive a dedicated learning consultant who will serve as a single point of contact for implementation and program consulting?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Does your organization allow us to participate in annual benchmarking sessions to ensure our program is achieving strong utilization—and business value that aligns to our organizations goals?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Can we access consultative support to ensure training is developed, administered and managed in a way that aligns to our business goals?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Will our admins and program owners have the ability to participate in a global social community where they can gain peer-to-peer insights and collaborative resources from other leading businesses around the world?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• If we face a problem, can we access a 24x7x365 helpdesk that fully supports both administrators and learners?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>


Selecting a partner who can grow with us	Skillsoft	Your current provider
<ul style="list-style-type: none"> <li>• Should our needs change, will we have the ability to obtain an end-to-end enterprise training ecosystem—accessing training around IT, business skills, leadership, digital skills and more?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Are there talent development solutions, including payroll and human capital management, to enable our organization to consolidate learning and development with broader business requirements?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skillsoft has nearly 20 years of experience partnering with leading organizations to administer high-impact, online training programs across 160 countries. Over the years we have become the largest global eLearning provider, supporting training requirements for more than 400 million learners worldwide. Each year leading business like VISA, Sprint and Toyota develop their employees with us, contributing to the one billion learning modules completed with Skillsoft. To learn more about how companies find success with Skillsoft, **click here** to read one of our case studies.

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