

Training Management Software Must-Haves Checklist

When selecting a Training Management tool, the following is a list of features or capabilities that should be considered. Does the application support the ability to:

Must-Haves Checklist

Course Management

- ☐ Load courses with pre-requisites to guide course attendees
- ☐ Identify who should take which course with expected completion dates
- ☐ Design and download completion certificates for each course
- ☐ Contact attendees easily using automated calendar invitations and emails
- ☐ Track attendance and course completions across multiple training programs on a single platform
- ☐ Specify courses for particular locations, roles, and contractors

Learning Management

- ☐ Identify who should take each specific course by expected course completion date and track completions
- ☐ Design course structure with learning paths to build out curricula
- ☐ Guide users through stages of learning with tiered on-boarding plans
- ☐ Manage learning paths by location, role, and contract structure

Dashboards Tracking & Reporting

- ☐ Manage course enrollment and scheduling, including required start and end-by dates, course duration, seat limits, location, and more
- ☐ Track registrations against completion requirements
- ☐ Monitor training program participation in real-time with dashboards
- ☐ Track completion by role, contract, company, location, and more to manage training at a high level



Looking for a new tool? Let us know!
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