



## Why *focus* Learning Management?

*The goal of effective Learning Management is to "PROVIDE THE RIGHT DEVELOPMENT TO THE RIGHT PEOPLE AT THE RIGHT TIME AND THE RIGHT COST." Simple to say, but much harder to deliver! focus is truly unique in its capability to manage and deliver your development commitments to your employees.*

*focus* key components are:

- Powerful Individual and Group Training Needs Analysis.
- Individual Development Plans with identification of highest ROI Development Activities.
- On-Line Training Registration.
- Development Resource Guide listing all internal and external development activities.
- Training Evaluations at Levels 1-5.
- Comprehensive administrative functions including class, instructor, and materials management.
- Coming Soon! Training ROI forecasting to ensure training dollars are spent most wisely.

Learning Management begins with accurately identifying individual and group development needs in the context of business needs and career development goals. Then, managers and individuals need effective tools to help them locate and schedule for appropriate, cost-effective development.

*focus* Learning Management provides employee self-serve, on-line class registration, as well as instructor and training resource management. *focus* LMS leads others in its capability to help an organization make wise development decisions. And yet, *focus* is priced lower and is far easier and quicker to implement than other top-tier LMS systems. Count on *focus* for superior training needs analysis and ROI-based, level 1-5 Training Evaluations. And, best of all, *focus* LMS is fully integrated with other modules such as career development and succession planning/talent management, resulting in one powerful and comprehensive system.

## *focus* Learning Management Features and Benefits

- **Powerful Training Needs Analysis:** Group and individual feedback reports use sophisticated computations to identify priorities based on "job gap" as well as dollar loss.
- **Build On-line Resource Guide:** Provide all employees with access to comprehensive Development Resource Guide of valuable internal and external resources. Includes data from employee evaluations.
- **Training Registration:** Set-up training classes and desired communications/reminders.
- **Manage Instructors and Hours:** Instructors may be managed and instruction hours monitored.
- **Track Attendance:** Attendance is tracked and hours recorded, wait lists are supported.
- **Maintain Training Records:** Employee development plans and resumes are automatically updated; employee training histories are captured and can be searched to support staffing decisions.
- **Evaluate Training Quality:** Implement standard or customized Level 1-5 Training Evaluations.

## Typical Steps to Implement *focus* Learning Management

1. Identify critical competencies and organization gaps.
2. Build On-line Resource Guide—a flexible library of varied development resources such as classes, e-learning, books, OJT, etc. Allows employees to quickly find effective resources.
3. Set-up training classes.
4. Register on-line; receive automatic reminders, cancellation notices and alerts.
5. Provide feedback on training effectiveness.

*Bring the power of focus to your organization.  
Contact us to explore a customized solution.*



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