



SAFETYNOW

A Division of Bongarde Media

OPTIMIZE YOUR OHS COMPLIANCE SAFETY TRAINING

5 TIPS & TOOLS YOU CAN IMPLEMENT TODAY

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IN ADDITION TO
THEIR SOCIAL COSTS,
WORKPLACE INJURIES
AND ILLNESSES HAVE
A MAJOR IMPACT
ON AN EMPLOYER'S
BOTTOM LINE. IT HAS
BEEN ESTIMATED
THAT EMPLOYERS PAY
ALMOST \$1 BILLION
PER WEEK FOR
DIRECT WORKERS'
COMPENSATION
COSTS ALONE.

NO MATTER WHAT INDUSTRY YOU WORK IN, SAFETY TRAINING IS MANDATORY.

No matter what kind of organization you're running, your people need compliance training.

After all, almost every industry is subject to regulatory requirements, and they've all got a pretty strong incentive to make sure those requirements are met. As one McKinsey partner puts it, "there's a dollar value attached to non-compliance", especially for organizations that don't keep

up with regulation around common issues like privacy and cybersecurity.

That's why investing in a robust learning infrastructure is so essential—not only to keep your employees aligned with best practices, but also to protect your organization from fines, sanctions, or any other kind of regulatory wrath!

COMPLIANCE TRAINING: A UNIVERSAL

CHALLENGE

If the need for compliance is widespread, the challenges involved are also being felt across the board.

Deloitte's State of Compliance Survey 2021, for example, found that many compliance teams are experiencing "a reduction in their ability to meet all of the demands placed on them."

As Deloitte's survey points out, these rising pressures need to be addressed by tech solutions that increase efficiency and ensure compliance obligations are met. When it comes to keeping employees one step ahead of the regulators, this means investing in a Learning Management System (LMS) that gets your people up to speed quickly and comprehensively.

WHAT'S THE COST OF COMPLIANCE?

Compliance isn't just challenging to manage—it also has financial implications. Just look at the expense involved for a compliance-heavy industry like finance. According to a report from the Conference of State Bank Supervisors (CSBS), compliance costs can make up 10.3% of personnel expenditure, 22.6% of legal expenses, and 42.3% of accounting and auditing costs.

This high outlay can make the cost of training software (a vital piece of the compliance puzzle) a hard pill for some organizations to swallow—especially when, in many cases, compliance courses are only needed once a year.

Does this mean you should be looking for the cheapest options out there? Not

necessarily. After all, it's essential that your people gain a thorough understanding of compliance best practices through training that works. At the same time, you'll want to justify your investment by choosing an easy-to-use LMS that produces memorable, impactful, and up-to-date learning content.

HOW TO MAKE YOUR COMPLIANCE TRAINING PROCESS SMOOTH AND EFFECTIVE

1. Speed Up Your Onboarding Process

A 2021 survey from Gartner found that 91% of HR leaders were concerned about employee turnover “in the immediate future”. As such, many organizations—including those that aren't used to high turnover—are preparing for influxes of new employees who need to rapidly

ACCORDING TO EBBINGHAUS' FORGETTING CURVE, WE CAN ESTIMATE THAT EMPLOYEES FORGET:

- **50% OF WHAT THEY LEARN WITHIN ONE HOUR**
- **80% OF WHAT THEY LEARN AFTER TWO DAYS**
- **90% OF WHAT THEY LEARN AFTER 31 DAYS**

absorb the latest compliance practices for your field, industry, or organization.

If you're looking to make sure your new hires are meeting regulatory requirements from the word “go”, you'll benefit from an LMS that makes the onboarding process as straightforward as possible. In a fast-paced or high-turnover environment, the last thing you need is a training system that your learners can't get to grips with!

2. Improve Learning Retention By Spacing Out Compliance Courses

Keeping on top of regulatory requirements—especially in high-stakes or technically-demanding industries— isn't easy. That's why it's vital to make sure your people aren't overwhelmed with a flood of training material in one sitting.

Instead, consider spreading your compliance courses over a period of time in a process sometimes called “course

chunking”. Not only does this make the learning feel more manageable, but it'll also give your people a better chance of retaining that all-important compliance information.

By drip-feeding your training across weeks or months, your people will get used to checking in on compliance material on a regular basis. This can be a handy habit, especially given that compliance obligations are constantly changing and evolving over time.

3. Make It Easy to Update Your Courses

There are plenty of other ways to keep track of the ever-changing regulatory landscape.

Once you've established a robust routine of checking in with the latest compliance training, you need to make sure your LMS can maintain your learners' pace with quick and straightforward updates.

By investing in an LMS with native course authoring, or one with advanced authoring features, your learners won't miss out on any pieces of the compliance puzzle. Regular updates, made possible through the right course authoring tools, will help you fulfill your evolving obligations in the blink of an eye.

4. Let Your People Learn on Multiple Devices

Let's be honest—compliance training isn't anybody's favorite task. Even when it's broken down into digestible chunks, and even if it's fully up to date, many learners will think of compliance training as a chore.

A key way around this challenge is to make the learning process as accessible and frictionless as possible. You can achieve this by giving your learners access to the courses they need on their mobile devices.

After all, why drag a delivery driver into

your corporate office to do mandatory training they could just as easily complete in their truck? The right LMS will offer mobile apps for online and offline SCORM courses, and this kind of ease of use can be the difference between meeting and missing compliance deadlines.

5. Monitor and Measure Success With Strong Reporting

Getting your people to complete their courses is half the battle. The other half is making sure they pass.

This isn't just a nice-to-have bonus for conscientious employers, but a legal necessity. You need to show that you're keeping an eye on your employees' compliance status, and—ideally—you'll want to make sure you can see where and how they're struggling with your learning materials.

With a robust reporting system

underpinning your LMS, you'll have all the data you need to stay on top of your people's progress. The best analytics features are heavily customizable, offering you information filtered by categories including learner type, course type, and due dates.

SAFETYNOW JOURNEYS FOR COMPLIANCE TRAINING: 5 WAYS TO STRENGTHEN YOUR TRAINING PROGRAMS

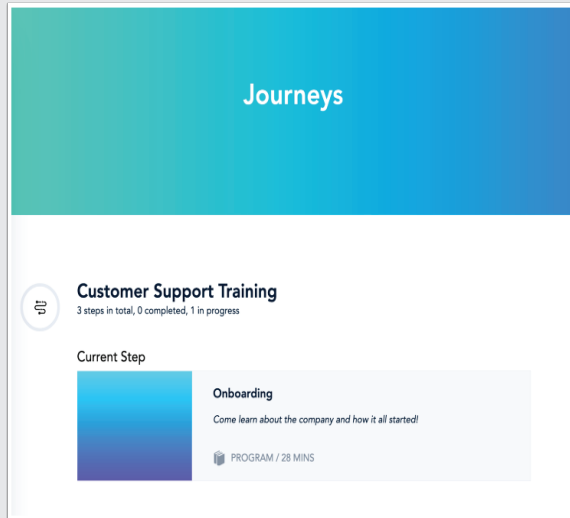
Simplify compliance training with SafetyNow Journeys. Build learning pathways to automate reporting, keep up with changing requirements, and protect from risk.

Compliance training is a necessary part of any learning and development

program, no matter your organization's size or structure. This type of training typically consists of content centered around essential laws, regulations, and policies that keeps everyone safe and protected.

Considering how frequently these

requirements change and an overall trend toward greater complexity, there's no room for error. Being compliant demands timely distribution of information and updates, regular



checks on whether processes are being followed correctly, and the juggling of multiple priorities to meet

deadlines. You may be administering this training today manually, or with another outdated LMS.

SafetyNow Journeys saves you significant time when delivering and managing compliance training and can create learning habits that go beyond "box-checking" exercises.

HOW SAFETYNOW JOURNEYS MAKES COMPLIANCE TRAINING SIMPLE

SafetyNow Journeys puts the power in your hands. It's an elegant way to manage and automate complex learning and development paths, control how and when courses are delivered, and simplify the workflow with customizable building blocks. You can easily assign content pathways constructed of employee-led, instructor-led, and evidence-based

training. Journeys creates engaging and impactful experiences, delivering relevant information at the right time.

HOW TO BUILD SUCCESSFUL COMPLIANCE TRAINING PROGRAMS WITH SAFETYNOW JOURNEYS

Using SafetyNow Journeys to manage learning and development is a fast and straightforward way to fulfill your organization's essential and time-sensitive compliance obligations.

Here are five ways SafetyNow Journeys can take care of compliance:

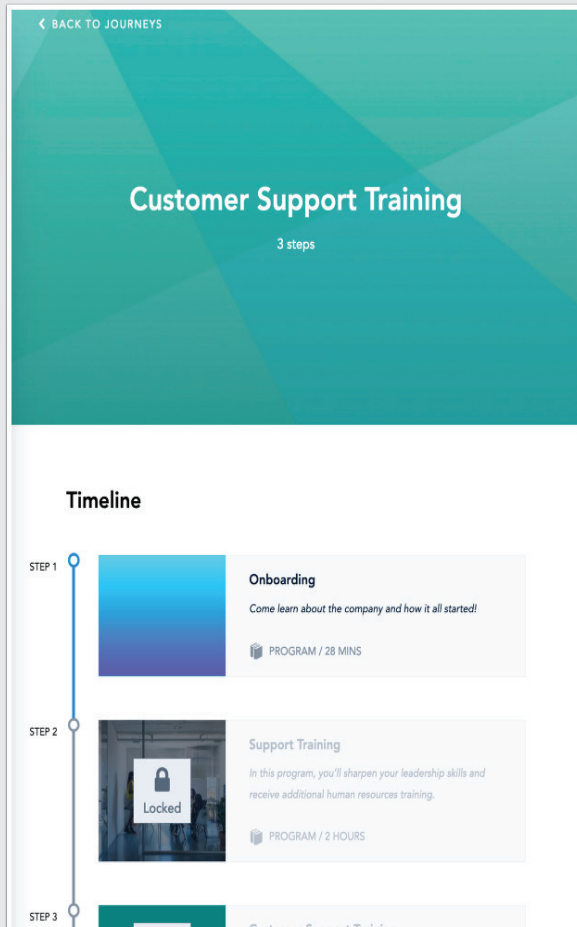
1. Space Out Compliance Training

Learners can get overwhelmed when they're assigned too many courses at once, especially when faced with complex technical, legal, or safety-related information. Journeys

addresses this challenge and creates manageable, well-paced experiences focused on a single action at a time.

By breaking course content down to the basics and spacing out steps, you reduce the risk of learners getting bogged down or overwhelmed trying to pick through complicated materials. With complete control to schedule actions on a specific date, after a delay, or make them available immediately, and to choose the order of steps, learners will feel confident and in control. Delaying steps also gives people time to complete training and digest information.

Each pathway is fully customizable, elegantly weaving elements from the SafetyNow platform together to create short and focused bursts of training.

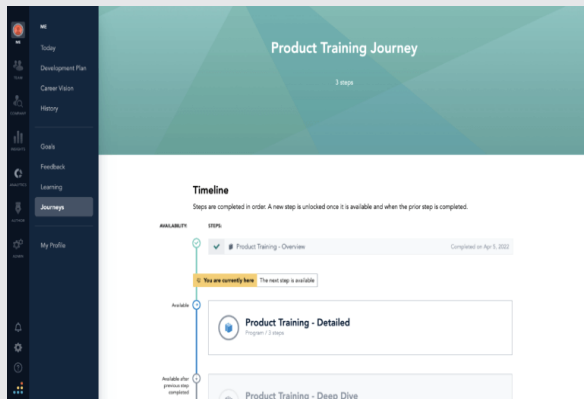


Journeys can be tied together and include formal and informal learning elements such as courses, programs, and live training sessions. To persuade people to take action you could add checkpoints, performance-based feedback, and one-on-ones. This will enable employees to connect with managers and peers, share knowledge, and discuss progress.

2. Keep Learners On Track With Deadlines

With SafetyNow Journeys there's no need to rely on spreadsheets or calendars to stay on top of certification dates and renewals—automated expiry and re-enrollment will reassign learners to training ahead of time. With the freedom to edit, modify, and schedule courses into the future, you

can “set it and forget it”, safe in the knowledge that the ideal group of learners will get their desired material at the most opportune time.



Simply set users on a pathway, and Journeys will handle the rest. Once learners are enrolled, schedule reminders for upcoming due dates, set prompts for learners who need to retake assessments, and automate

alerts for overdue courses. This way, nothing is ever forgotten. Then access a wealth of insights with Journeys Analytics, using configurable reporting filters to cover all bases, from individual and group progress completion rates, to active enrollments and pass rates.

Setting compliance paths helps to keep training front of mind for employees too. By sending emails and push notifications about upcoming deadlines and new steps to complete or simply nudging them if it's been a while since their last login, Journeys keeps everyone on track without the need for constant monitoring.

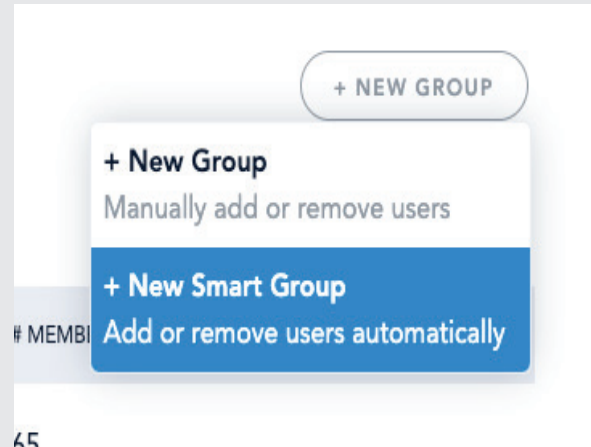
3. Streamline Compliance Training Time

When learners need certification before they can be allowed to start

working or they need to learn industry or organization-specific complexities, time is precious.

Breaking content down to basics and delivering it in small chunks provides learners with the information they need to make an impact without getting bogged down in the details. You can also import existing content or harness the power of eLearning authoring to create SCORM-compliant courses that engage, resonate, and drive the best results. And for a more hands-on experience, use quizzes, simulations, and skills assessments at key points, all within assigned pathways.

Once learners are enrolled, they'll be directed to their required courses via email or a shareable URL, where they can see their timeline and tasks in a



single easy-to-use dashboard. That means no time wasted learning how to use the platform—Journeys is simple to use and navigate right from the start ! This is especially useful for onboarding new starters and delivering easily-accessible training to external learners.

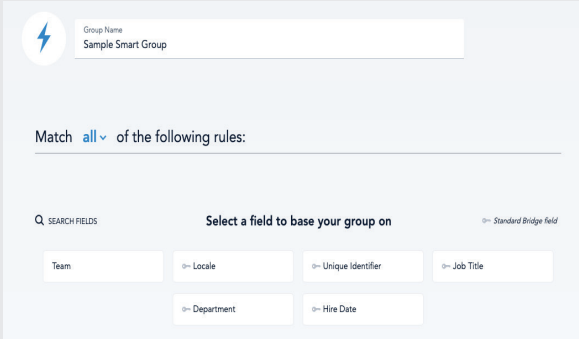
Using smart groups allows you to manage large numbers of learners easily. Once added to a group,

employees will automatically be assigned a set pathway of content that meets their unique needs.

4. Manage Multiple Compliance Courses With Smart Groups

It's more than likely that every employee within your organization requires compliance training. However, that doesn't mean their needs are the same. For some, fulfilling mandatory requirements means recognizing risk, minimizing exposure, or having a thorough knowledge of industry regulations, while others will have roles and responsibilities directly affected by those regulations. Employees dispersed across different states or countries that adhere to different rules and policies also have unique needs that must be accounted for.

The flexibility and utility of Journeys means greater control over the timescale of content delivery. Using



The screenshot shows the 'Sample Smart Group' configuration page. At the top, there is a 'Group Name' field with the value 'Sample Smart Group'. Below this, a section titled 'Match all of the following rules:' contains a list of search fields. The fields are: Team, Locale, Unique Identifier, Job Title, Department, and Hire Date. A 'Standard Bridge Field' link is also visible. The interface is clean and modern, with a light blue background and white input fields.

SafetyNow smart groups allows you to manage large numbers of learners easily. Set criteria such as location, department, or seniority, and enroll learners based on specific needs. Once added to a group, employees will automatically be assigned a set pathway of content that meets their unique needs.

By rolling out training to large numbers of users or groups at once, you can run multiple curriculums to keep learners compliant, deliver live training to multiple groups, or roll out updates to specific learners.

It's also a handy way to set the cadence of training. Your new hires must complete compliance and mandatory training within their first few months. Existing employees will retake courses to meet regulatory requirements and standards over an extended period. In this case, you can leverage the same steps within different workflows and ensure training goes out to the relevant groups at the right time.

In industries and organizations where compliance laws and regulations evolve and change, keeping your

people up to date is a must. SafetyNow Journeys enables you to swiftly respond to compliance updates as they occur without interrupting the workflow.

5. Create, Update, and Roll Out Compliance Training With Ease

In industries and organizations where compliance laws and regulations

Select Journey type ✕

With Journeys expanding, now you can set up non-linear Journeys, where you have the ability to schedule parallel steps and even take the steps in any order.

☐ **Create a linear Journey**
Steps activate once prior step is completed

☒ **Create a non-linear Journey**
Steps activate as scheduled no matter if previous step is completed or not

CLOSE

CREATE JOURNEY

evolve and change, staying informed is essential for the success of your team. Fast-changing updates and shifting priorities call for information to be delivered quickly with minimal disruption to daily operations.

SafetyNow Journeys enables you to swiftly respond to compliance updates and changes as they occur without interrupting the workflow. Within the Journeys dashboard, admins and managers can amend existing steps to update information or create and publish a new action. There's no need to reassign learning, as users will see new or edited content within their timelines as it's rolled out.



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