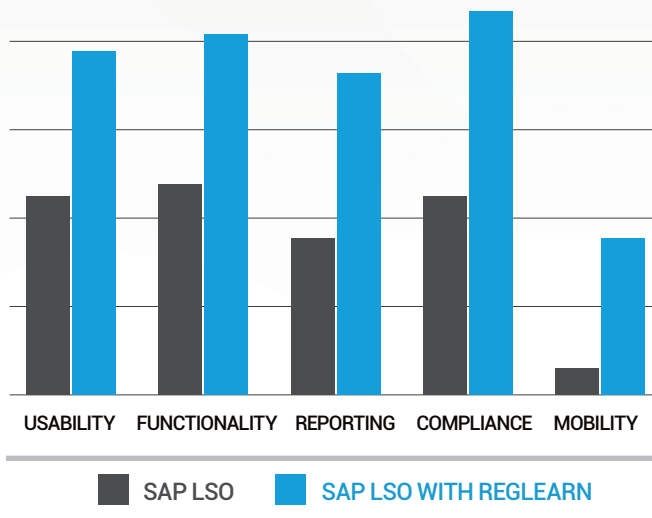# RegLearn
BY HCLabs

What is RegLearn?
Improving usability, functionality and reporting of the SAP LSO

RegLearn is an SAP-certified add-on that greatly expands the functionality, improves the usability and extends the reporting capability of the SAP Learning Solution (LSO). It is a cost-effective answer for customers that have either implemented SAP LSO and still have functionality gaps, or are implementing SAP LSO and want to reduce the cost and time commitment of custom development typically required to enable the solution to meet their business needs.

SAP Learning Solution Alone vs. RegLearn

Bar chart categories: USABILITY, FUNCTIONALITY, REPORTING, COMPLIANCE, MOBILITY

Legend:
- SAP LSO
- SAP LSO WITH REGLEARN

Source: Survey of RegLearn Clients

HCLabs
www.hypercision.com
SAP Partner

RegLearn
Solution Brief

REGLEARN ENABLES YOU TO:

- Easily maintain and enforce accurate training completion, retraining and certifications for every employee, documenting evidence of compliance.

- Reduce the risk of noncompliance by prioritizing training requirements for every employee and measuring gaps between employees' training records and their training plan for meeting regulatory requirements.

- Automate change control via timely workforce notifications regarding training or retraining needs.

- Proactively identify, track and resolve training and compliance issues.

- Deliver out-of-the-box reports, as required by regulating bodies.

- Lower the cost of managing regulatory compliance when using SAP Learning Solution.

REGLEARN EMPOWERS YOUR EMPLOYEES TO SUPPORT YOUR COMPLIANCE INITIATIVES:

- Employees quickly and easily view certification needs and outstanding or expiring training requirements.

- Administrators leverage an interface designed specifically to simplify the management of training requirements and to provide flexible views and analytics.

- Managers proactively forecast training completeness to maintain compliance in their departments and effectively plan to ensure employees are in compliance and needed skills are available.

- Trainers efficiently and effectively deliver standardized on-the-job training to employees and record the assessment results as training.

What Functionality Does RegLearn Bring to the SAP Learning Solution?

MODEL YOUR ORGANIZATION FOR AGILITY

RegLearn's **Skill Gap Modeler™** enables organizations to define and compare training fulfillment for specific populations and manage group competencies, allowing for better planning of work coverage and leadership development.

DEVELOP PERFORMANCE MASTERY

For organizations adopting the concept and practice of skill and competency mastery, RegLearn offers a variety of functions to develop new or reassigned employees. To assist managers and instructors in moving learners from novice to master, tools are included for checklist training/coaching, certification tracking, and structured learning development paths.

TRAIN FORMALLY OR INFORMALLY, IN-HOUSE OR EXTERNALLY

For most organizations, training is no longer limited to the classroom. RegLearn offers delivery tools and tracking solutions to manage training in classrooms, on-the-job, via checklist, or externally at certified institutions or conference workshops.

TRAIN THE RIGHT PEOPLE AT THE RIGHT TIME

RegLearn's **Dynamic Learner Group Management™** allows organizations to define learner populations (employees/contractors) based on any data attributes stored in SAP HCM, and automatically move learners into their correct groups with new assignments and due dates. If an individual requires special or personalized training, RegLearn allows individual assignments down to the person level. RegLearn also allows long-term developmental plans to be managed at the employee or group level.

MANAGE A DYNAMIC CONTRACTOR POPULATION

Contractor training and the tracking of regulatory requirements has always been an issue for companies that choose not to bring contractors into the SAP HCM module. While the Learning Solution provides an option for recording training history, it does not provide for demographic tracking. RegLearn enables companies to assign data attributes to non-employees, allowing them to be grouped into dynamic learner populations.

IMPROVED PORTAL EXPERIENCE

Usability enhancements are added to improve the learner, manager and instructor portal experiences. Learners can easily identify their training priorities and enrollment activities, as well as their compliance and developmental status. Managers have an entire dashboard of tools at their disposal for modeling, tracking compliance and managing training assignments. Instructors—for both formal and informal training—can actively manage checklist or on-the-job training activities online.

REDUCE RISKS

Regulatory: Every day brings headlines of regulatory fines or even worse—employee/contractor workplace injuries and deaths. RegLearn's **RegTool™** delivers flexible requirements management, assignment, tracking and audit tools providing a streamlined view of organizations, training requirements, due dates, and certification programs.

Developmental: Many organizations recognize leadership and developmental programs for the benefits that they bring both the individual employee and the organization as a whole. These plans are now seen as essential elements for employee retention, for the growth of high-potential individuals, and to ensure the organization has the depth of required skills. RegLearn's **Structured Learning Paths™**, **Administrator Checklist™**, and **SkillFinder™** all support these needs.

REDUCE PAINS OF RENEWAL

Many courses require periodic renewal via new content, revised content, and refresher content. RegLearn's **Revision Tool™** provides a single, automated process to walk administrators through all the necessary activities for renewing classes at the right time and notifying the right audience.

THE RIGHT INFORMATION TO THE RIGHT PEOPLE

Whether it is compliance or developmental learning, organizations need a variety of reports to suit the variety of people in need of training data: people managers, program administrators, quality managers, auditors, learners, instructional designers, etc. Everyone needs to see the information relevant to their role. RegLearn's comprehensive reporting functionality delivers a vast array of selection criteria to suit everyone's needs.

STREAMLINE AND ENHANCE ADMINISTRATIVE PROCESSES

Training program administrator processes are often viewed simplistically by the organization: "Just set up a new class." However, administrators know that there is much more to "setting up a class" than simply scheduling a course date, finding an instructor, and booking a room. There are materials to arrange, travel to schedule, attendee lists to provide, fees to process, and more. RegLearn's **Administrator Checklist™** functionality allows companies to assign, track and drive administrative activities through checklists, statuses and notifications. Additionally, RegLearn's **Roster Tools™** enables training administrators to quickly and efficiently upload and follow-up course and participation history for classroom and e-learning courses directly within the SAP Learning Solution.

Call us at **312-893-5557** to see RegLearn in action!

HCLabs
www.hypercision.com

SAP Partner