skyprep

AN INTRODUCTION TO

Learning Management Systems
&
SkyPrep™

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ABOUT YOU

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SkyPrep

2015

41% of companies without training programs intend to purchase an LMS this year.

$1 = $30

ROI: For every $1 spent on training, companies get back $30 worth of productivity.

Companies that offer employee training & development on average generate $26 more in revenue per employee.

US based companies:

77%

of US based companies offer employee training & professional development.

SkyPrep Learners

2011 - 2015

Over 250,000 learners use SkyPrep LMS for training, continuing education, and professional development.

Managers & Trainers

2011 - 2015

Over 25,000 manager in 20 different industries rely on SkyPrep LMS for employee training & development.

SkyPrep LMS →

25%

of employees leave jobs due to lack of training & development.

Companies reported a cost savings of

50% in using eLearning vs. instructor led training sessions.

eLearning reduces training time by:

60%

2018

LMS market to reach $7.83B.

2015

eLearning market to reach $107B.

2013

eLearning market worth $56.2B. LMS market worth $2.55B.

Sources: www.elearningindustry.com, www.skyprep.com.

Who We Are

SkyPrep's headquarters are located in Richmond Hill, Ontario, Canada. SkyPrep was founded in 2011 and is a privately held 100% founder owned entity. Since inception, the company has expanded to 3 locations in the Greater Toronto Area. We're developers, designers, and strategists, passionate about helping our clients achieve their training and continuing education goals.

What We Do

We automate training for small businesses, large enterprise companies, and individual trainers. We do this by hosting all training materials and courses on the SkyPrep platform, and giving managers and trainees access to useful analytics, communication, and course management tools. We support our clients as they transition from paper based to online training, or switch to SkyPrep from an existing LMS by working closely together to identify and accomplish the organization's training and continuing education goals.

Why We Do It

We're passionate about helping businesses grow. We internally use SkyPrep for all of our training and onboarding needs, so we understand where our clients are coming from and what their challenges are. SkyPrep exists because we want to solve problems for business owners and managers, so that they can focus on what matters most: building and running their business.

What is an LMS?

LMS stands for Learning Management System. It's a web based online system that facilitates learning for groups and individuals in academic and work settings. It's primarily used to host and deliver learning content. A LMS usually comes with features such as: user management, video conferencing, resource center, and a library for courses and materials. A LMS also provides tools for: monitoring and communicating with learners, selling courses, and automating the training process.

Who Uses an LMS?

- Small - medium sized businesses
- Multinational corporations
- Education-based institutions
- Individual coaches & trainers
- Non-profits & community groups

How Does an LMS Help?

- Automates training and knowledge transfer process
- Reduces paperwork and administrative burden for managers
- Maximizes efficiency while reducing the cost of training

What is an LMS Used For?

- On-boarding and on-going training
- Long distance learning
- Continuing education
- Professional development
- Knowledge transfer

Questions to Think About When Choosing an LMS

Implementing a new technical system in any organization requires attention to detail, as well as thorough understanding of the objectives, limitations, and client requirements.

If you're considering switching from a paper based/ manual training system to an online platform, think about the following questions:

- What is the current training/ onboarding process, and what changes do I want to make to the structure/ process by implementing an online training platform?

- When and how often do I need to train my staff? (Eg. onboarding, product training, health & safety every 6 months, WHMIS, professional development training every quarter.)

- What materials do I want to use to train my staff? Do I want to create my own from scratch? Purchase from an existing catalog? License materials specific to my organization? Publicly available materials via YouTube and other free channels?

- What is my budget for training, educating, and staff retention efforts?

- What do I want to achieve by implementing an LMS system? Better training documentation and staff support? Save time? Reduce admin burden?

- What user groups am I providing training for? New employees? Volunteers? Ongoing development for existing staff?

How an LMS Can Save Your Company Money:

See a Return of $30 for Every $1 You Spend on e-Learning Employee Training

Too many companies are not getting enough value from the money they spend on training. More often, they regard the training as a waste of time, instead of as a boost to productivity and retention.

Company management typically assumes that to train (or retrain) staff, you have to:

- Take employees away from activities that actually generate money
- Pay for a trainer's time
- Perhaps pay for a trainer's travel time
- Maybe even pay for a trainer's accommodations

Where is the ROI? Few have ever seen it. But what if you could see a tangible return of $30 for every $1 spent on employee training?

You can. Simply do away with the inefficiencies of the past and embrace e-learning.

Where to Find the ROI from E-Learning

Every $1 spent in E-learning results in $30 of productivity, according to a report published by IBM, called "The Value of Training."

E-learning also strips away most of the unnecessary costs that come with delivering the actual training, by:

1. Removing a trainer's travel or accommodation costs
2. Letting workers train anywhere, on their own schedule
3. Enabling trainees to spend less time on each module or topic, versus traditional methods

Simply put, you slash the costs of delivering the training, while employees use less time and retain more of the information.

Can E-Learning Actually Help Retention?

The IBM report also explains that you need to factor in the savings that come from using E-learning to retain and promote your strongest employees.

"Training and an investment in developing a skills building culture dramatically impacts employee retention," said the IBM Report. "Only 21% of new hires intend to stay at companies that do not offer training for their current jobs. However, the study reveals that 62% of new hires intend to stay when training is provided."

How You Can Start E-Learning with Your Company

Most businesses that are still using the traditional methods of training are doing so because they don't see the value in upgrading, or changing what they perceive as "a system that works." Unfortunately, without embracing the future of online training, a business will not be able to remain competitive.

Like many businesses, you may not know where to start. There are many user friendly tools on the market that allow you to set up an E-learning website for your employees with minimal effort. You don't need to be a programmer or know any fancy HTML to do it.

One online training tool you may want to try is produced by SkyPrep. One of the best advantages to this software is that you can "try before you buy." SkyPrep offers a FREE 30 day trial, as well as free one-on-one demos to all new users. If you think E-learning would make a great asset to your company, then click here to request a free demo of SkyPrep.

Transitioning Your Training Online

The 1st step is to determine what materials you are going to be using for the training, and who you are going to be providing the training for. SkyPrep enables trainers to upload videos from YouTube, Vimeo, and other video hosting sites. Trainers can also upload PDF, Excel, Word, MP3, and SCORM files and make them a part of the course. Platform tools enable clients to create custom assessments,

test, and exams, that can be administered prior, during, and following the completion of a course.

Here's what the transition looks like with SkyPrep:

1. One of our account managers will schedule a demo with you, regardless if you're on a free trial or a new customer. This way you can get a better understanding of the tools and platform features available to you and your staff.

2. Your account manager will help guide you in assembling training materials and show you how to put together your first course.

3. Once you've uploaded the training materials and first course, the platform is ready for use and access by your staff. Invite them by email, or have them request access to the courses and materials they're interested in.

SKYPREP PLATFORM TOUR

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Home

The Home Dashboard provides at-a-glance information about who's enrolled in what course, what their current status is, internal communications, and training schedules. This is also where you customize settings, notifications, branding, certificate templates, and email templates.

The four major sections of your Home Dashboard: course overview, user logins per day, latest notifications. The Home Dashboard is your Go To for at-a-glance info regarding employees and training activity.
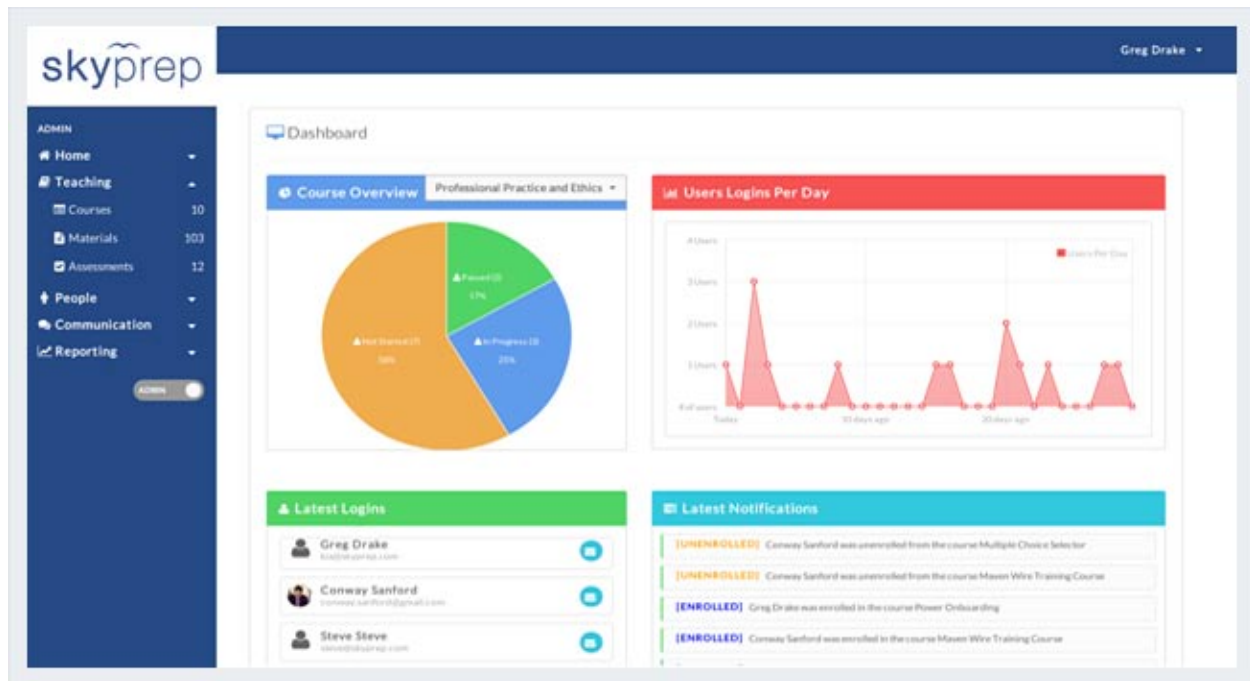
Teaching

The Teaching section houses all tools for creating courses, managing materials, and administering tests and assessments.

You can administer assessments before, during, and after the course has been completed. In addition, SkyPrep enables trainers to create custom certificates for trainees upon course completion. Training can also be performed virtually via webinars on the SkyPrep platform.

The Materials and Assessments sections of the platform act as repositories for training materials and tests/ assessments. You can upload/ create materials once, and then use them over again in various different courses.
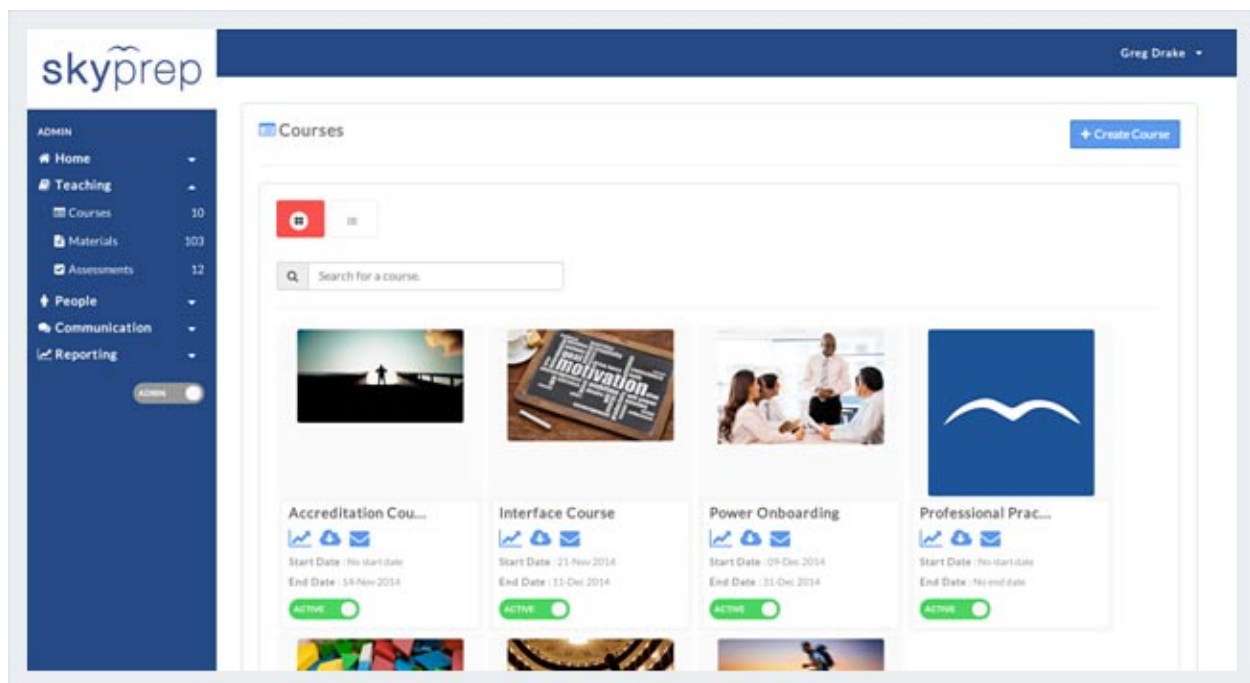
People

Add, edit, and manage users all in one place. The People section also enables you to group contacts based on courses, department, and role. Add and delete trainees individually or in bulk via Excel sheet. Trainers can also create subgroups within grouped trainees for fast and seamless group management.

Admins can group learners together based on department, geography, roles, and other demographics. Subgroups can also be created within groups. Eg.: You have sales teams in Chicago, Boston, and Orlando. You can create one main group for Sales, and 3 subgroups within the main one: Chicago, Boston, Orlando.

Communication

With just a few clicks, you can send messages to individuals and groups. Attach word documents, files, and presentations to the Announcement Board for fast and convenient communication. The messaging features enable the manager to contact individuals, individuals enrolled in a specific course, as well as user groups.

Course Admins: can send direct messages to other admins, managers, and learners on the platform, as well as control settings for the Announcement Board.

Learners: can post on the Announcement Board, if the feature is enabled by Admin.
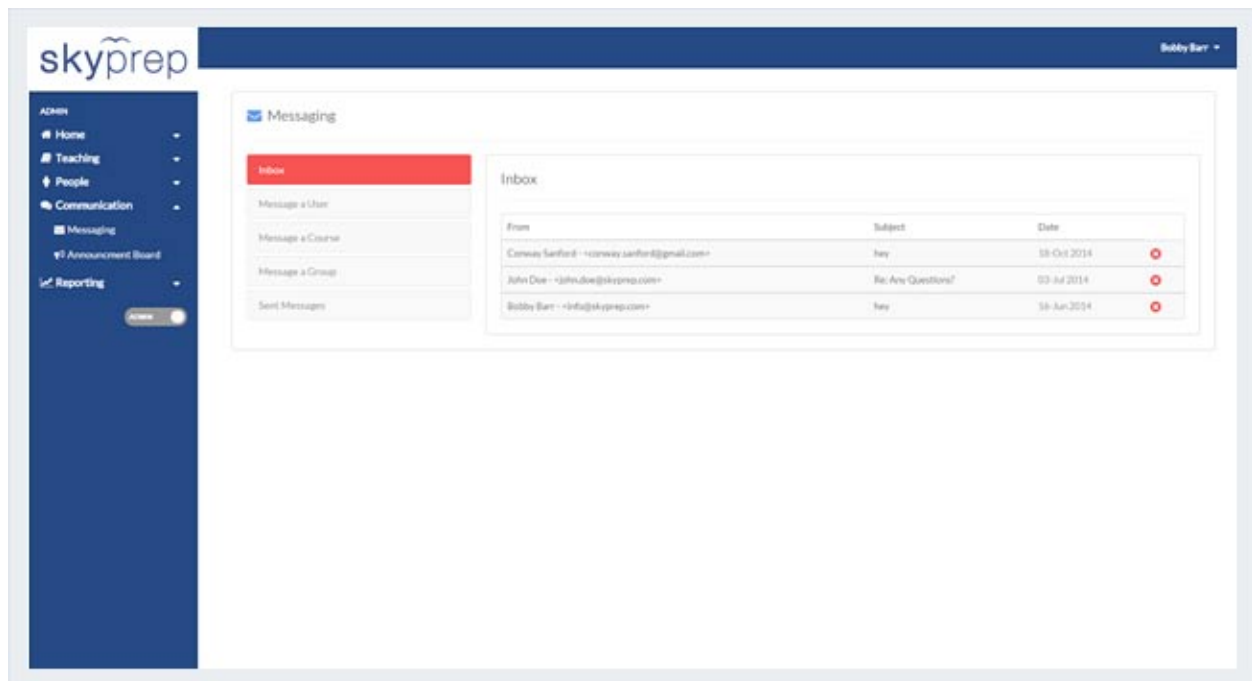
Reporting

SkyPrep enables Admins to create reports based on courses, users, groups, and assessments. When a report is added to Favourites, SkyPrep saves your preferences and enables you to quickly run a report at a later date based on the saved criteria.

Reports can be downloaded as CSV files to the Admin's computer.
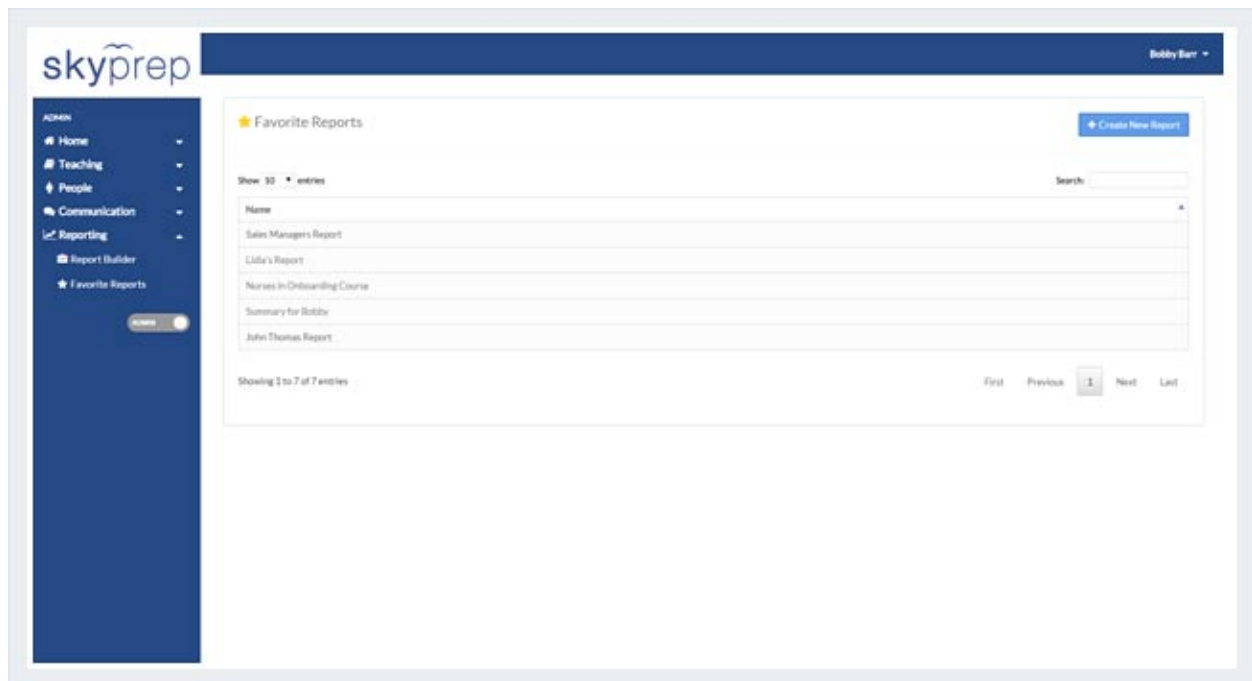
Learners

Your Learners can access courses that are assigned to them in My Learning. Once a course is completed, it will go to their My Achievements folder. Certificates can be downloaded at anytime from there. Learners also have the opportunity to register for additional optional courses in their Course Catalog.

The Resource Center is where Learners can access documents and materials not related to any course. It is a resource bank for them to access anytime.

Learners can also be manually added to a course via email address by the course administrator. Learners can also self enrol in courses listed in the course catalog. User management controls enable Admins to approve/ deny enrolment requests directly from the Home dashboard.