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Level Up Your Training Program Playbook:

Using BizLMS for Simple, Seamless, Satisfying Training at Your Fingertips

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Welcome!

Welcome to the Level Up Your Training Program Playbook: Using BizLMS for Simple, Seamless, Satisfying Training at your Fingertips. This guide outlines how to develop and implement an expert-level training program that supports lifelong learning at your organization using BizLibrary's Learning Management System; BizLMS.

In this playbook, you'll learn about the different features and functions available with our award-winning Learning Management System and gain practical insights on how to use BizLMS at your organization.

By reading this guide you can expect information about:

- Getting leadership buy-in
- Using BizLMS to meet your training needs
- Outline your training program goals
- Strategies for Implementation
- Measuring the ROI of your programs
- Reporting Features
- Continued Usage
- The BizLibrary Content Library
- And more!

We've packed this playbook with everything you'll need to get the most out of BizLMS. We can't wait to see its positive impact on your learners and organization!

✓ A Solution for Transformative Training

Training your workforce into highly skilled, competent team members is vital to any thriving organization. However, it can be time-consuming to put all the pieces of an A+ program together, and difficult to implement.

As a training partner, we're committed to helping our clients by providing an online training system that contains all their program needs in one convenient place like,

- Assigning content
- Tracking training progress
- Exporting learner data and reports
- Encouraging self-directed learning
- And so much more!

Our robust, powerful LMS is the perfect partner for any HR or L&D manager, whether you're a team of one or many, and is available online so your learners can easily access their training assignments from any device with internet access! With BizLMS, you can streamline how you assign, deliver, track, and report on employee training. It also includes attractive features and enhancements that engage users for an unforgettable learning experience. Here are some of the amazing features you can rely on when you implement training with BizLMS!

- **Classroom Management** for group training virtual, in-person, and hybrid training sessions
- **Learning Initiatives** that create structured learning plans for specific employees or certifications
- **Qualifications** that automatically track specialized requirements for individual employees
- **Quiz & Survey Builder** that helps administrators get feedback and measure results for company-specific learning
- **Gamification** that makes training a friendly competition with rewards for engaging in learning
- **Curriculum Builder** that provides a quick way to find the right content for assignments or recommended learning
- **Virtual Classroom** that simplifies instructor-led training experiences for in-person, hybrid, and remote employees using audio, video, chat, in-app polling, and Q&A features

BizLMS truly is an all-in-one solution for delivering transformative training and encouraging a company culture of lifelong learners. With BizLMS you get more than a learning system, you get an ever-evolving education engine and an e-learning partnership devoted to your company's success.

In addition to our award-winning platform, our clients gain a partnership with our Client Experience team who work to provide you with direction on program implementation, management, and development planning. Also, clients gain access to materials that help market your new program to learners, making it easier to get your employees into and using their new training platform.

Generate a one-of-a-kind training experience in your organization with BizLMS today, and together we can do great things!

Gaining Support from Key Stakeholders

Gaining support from key leadership is a key step when acquiring a new training tool. Luckily, communicating the cost benefits of BizLMS is easy! Here are a few examples of how BizLMS can positively impact your training program.

- Streamlines business development by offering an all-in-one solution for training and cutting down on the number of tools needed to skills and upskill your workforce, saving your organization time and money
- Provides a stable platform where administrators can easily and consistently assign content to individuals learners or groups
- Offers robust searching and filtering features, as well as curated content playlists, learning paths, and system-driven recommendations that help learners access their training materials quickly with minimal effort from their administrators
- Houses an online library full of expertly curated content for intelligent, relevant video lessons and training materials (diverse content packages are available)
- Offers multiple reporting features to easily track learner progress and ROI
- Sends learner notifications, messages, and training assignments within the platform
- Provides access to our complimentary Content Concierge service for curated content recommendations (at no additional cost)
- Customizable homepage and URL for a truly unique user experience

We love compelling statistics and are thinking maybe you (and your leadership) do too. To further display why BizLMS is a worthwhile investment, check out the following industry facts affecting organizations today.

- **77% of organizations in the U.S.** rely on elearning for professional development.

- Microlearning improves focus and supports long-term retention by **up to 80%**

- **91% of HR professionals** find the planned learning journey approach using elearning tools as more effective in employee development

- **93% of L&D professionals** plan to develop live online learning for their programs

- Employees who see good opportunities to learn and grow are **2.9 times more likely to be engaged**

- **91% of managers** believe that elearning can help close skills gaps in their teams

- **60% of employees** globally believe that elearning makes them more capable of adapting to change

- Replacing an employee costs about **1.5 - 2 times** the employee's annual salary.

- **94% of workers** said they'd stay at a company longer if their employer invested in their careers.

An overview of these statistics demonstrates that purchasing an LMS is a worthwhile investment and will increase the ROI of your training programs!

Additionally, when securing buy-in from key supporters it's important to show how you will measure success. Keep reading to learn our insights!

Sources

- Finance Online: 78 Essential LMS and eLearning Software Statistics: 2022 Data Analysis & Market Share

- Gallup

- LinkedIn: 4 Key Insights About Managers That Can Help Lift Your Team

- LinkedIn: 2021 Workplace Learning Report

Measuring Your Program

The Kirkpatrick Model is an excellent resource to consider when creating KPIs for your program. Below are some suggestions on how to incorporate this model into measuring the effectiveness of your BizLMS training platform. To learn more about the Kirkpatrick model, check out our ebook Unpacking Kirkpatrick: Data-Driven Decision Making in L&D. You can also review our blog post on Using The Kirkpatrick Model for Training Evaluation for additional tips.

1   *Level 1: Reaction, Satisfaction, and Intention.*

- Evaluate the response from learners – How they felt about the training course materials, platform navigation, and activities? This feedback is crucial to maintaining a relevant, impactful, long-lasting training program. To help your learners jump into their new learning management system, we've included a guide that helps set user expectations and assists learners as they navigate this new resource! Download guide.

- At this level, you should also measure engagement from your learners. Do you have 100% participation? Are all your licenses being used? How active are your learners? If the answer to these questions does not meet your goals and expectations, you may need to reach out to learners for more information on what they need to give the necessary time and attention to their training assignments.

  Some common issues learners face are:

  - insufficient time to complete training,

  - difficulty navigating training assignments or learning platform

  - excess stress and responsibilities of their jobs,

  - difficulty with work/life balance,

  - anxiety or fear of speaking up when they don't understand a concept or assignment

  - disengagement from the material.

2   *Level 2: Knowledge Retention.*

ʕ Measure how effectively the information was absorbed by your learners with self-assessment activities like guided journaling, or group role play.

> • Additionally, use the learning initiatives available in BizLMS (with certain BizLibrary-produced content) for an automated assessment of learned information.

ʕ Follow up! If you're seeing an increase in completed courses/lessons, follow up with a brief one-on-one conversation! Whether it's a video call, email, or in-person meeting, these touchpoints are critical to strengthening the usability of this platform with your learners and can lead to future assigned and self-guided learning initiatives! These touchpoints also offer learners the opportunity to give valuable feedback about their firsthand experiences.

ʕ Use reporting features for a diverse range of metrics. Some BizLMS reports include:

> • **Activity reporting**- Allows administrators to view learner activity, including logins and launches.
> • **Assignment Reporting**- Tracks a learner's progress with assigned content.
> • **Transcripts Reporting**- Provides information about a learner's course completions.
> • **Learning Insights**- Can compare logins, launches, and completions to other organizations or desired benchmarks to assess how your organization measures up.
> • **Classroom Reporting**- Allows administrators to report on all classroom criteria, including classroom, event, facility, instructor, and more.
> • See more information on BizLMS reports in the "Reporting" section of this playbook.

3   *Level 3: Application and Implementation.*

ʕ Measure how your training assignments have influenced your participants' behavior, and take note of how they're applying this new knowledge in their job roles.

> • One example would be to track teams who have a high rate of course completions and review their individual and group performance.

ʕ Don't be afraid to engage with managers and teams. A terrific way to do this is by sending out a survey to each team before and after training to measure and document improved skills and job performance over time.

> Here are a few examples of survey questions you could send to learners:
>
> • Do you feel more prepared for your job responsibilities after completing your assigned training?
> • Have you used any of the information learned during your assigned training courses in your work?
> • What are some notable skills you learned or improved on during your training?
>
> You can also gauge how training has impacted teams with questions like,
>
> • Can you rely on your teammates to deliver quality work?
> • Do you feel comfortable talking with your manager about job role questions and concerns?
> • Do you feel comfortable around the members of your team?

4 *Level 4: Business Impact.*

↳ Measure the organizational impacts of your training programs for a clear picture of BizLMS' ROI. If you are looking for a deep dive into using the Kirkpatrick Model for evaluating training in your organization, download our free ebook here.

↳ Some potential impacts are,

- Increased internal promotions
- Decreased performance plans
- Lowered turnover
- Reduced on-the-job incidents
- Positive company culture and motivated employees
- More engaged, knowledgeable workforce!

↳ At this level, you should start seeing measurable results that you can show to your C-Suite and VP-level stakeholders!

- We recommend sending a company-wide survey for compelling data across multiple departments and teams. Use an in-depth survey tool like 15-Five's Emplify for actionable, segmented data at your fingertips.

5 *Level 5: Return on Investment (ROI) Calculator.*

We have found that ROI is the best way to highlight the success of your program to your stakeholders! Here is a simple formula to help you get started! You can learn more about measuring ROI in our ebook here.

$$\frac{\text{Return (Benefit)}}{\text{Investment (Cost)}} = \text{ROI}$$

*NOTE: Along with the Kirkpatrick model, you can rely on BizLMS' **in-depth reporting features** to show individual and team progress! Check out the reporting section of this guide for a closer look.

🖐 Getting Started

Identifying Your A-Team

Gathering your "A Team" of supporters across departments is critical to getting the most out of your BizLMS platform and optimizing the success of your training programs. In addition to Executive support, think about who else in the organization you'll need to work with- this number is entirely dependent on the size and structure of your organization, and the unique training goals of your program.

Here is a list of possible key players and their prospective responsibilities.

- Executive, C-Suite, or Board members- These key players provide the budget and other resources needed to launch your program. They also set the tone for creating a company culture devoted to developing lifelong learners.

- HR or L&D Department- These key players are responsible for the overall success of the training program and have administrator status within BizLMS. They decide on training topics and provide support to team leaders. They are responsible for measuring training impacts and relaying their findings to the Executive, C-Suite, or Board members.

- Team Leaders or Managers- Finally, individual team leaders, administrators, or managers will be responsible for assigning content and ensuring their team members are completing assignments. These individuals often have administrative responsibilities within BizLMS and can track learner progress and pull reports.

It can be easy for HR and L&D professionals to take on the brunt of training responsibilities, but that is often overwhelming and unnecessary. Take the grind-work out of implementation and training execution by leaning on the readily available support of your team. It will greatly impact the success of your training program and strengthen the importance of training across departments.

🎨 Painting the Picture of Your Ideal Training Program

Before you jump into any new program or product purchase, it's important to outline your expectations. Luckily, BizLMS' robust platform and customizable training library are flexible and functional making it easy to outline the benefits of this product! Below we've included an exercise for understanding your current training issues, outlining your ideal support tools, and achieving your perfect training program. Let's take a look!

1. The first area to observe is your specific training pain points. Ask yourself or your team, what makes training hard in our organization. For example:

    - assigning content,

    - increasing participation,

    - measuring training impacts.

    Whatever your unique problems are, there is a solution, which leads to our next step.

2. After deciding on the top, most pressing pain points of your training programs, write down and/or discuss what tools would alleviate these stressors. For example,

    - a program that can house content and assign training courses,

    - a system that tracks learner progress and assigned training across multiple teams,

    - a platform with extensive, easy-to-use reporting features that are customizable to your needs.

3. Finally, imagine how your training program could evolve if these needs were met, and what new goals you pursue after these pain points are relieved. **Don't skip this step! Visualizing your ideal training process is an important piece of developing a long-lasting, effective training program and creating meaningful training experiences for yourself and your employees.**

Did that exercise help? We hope it did! If any of those pain points resonated with you, we want you to know that **BizLMS offers all these solutions and so much more!** Bring your "painted picture" or ideal training program outline to the next meeting with your BizRep and discover how BizLMS can help turn your dream situation into a reality!

🛒 Your LMS Shopping Cart

The success of any Learning Management System relies on several important features, including

1. Content
2. Reporting
3. Navigation
4. User Friendliness

These four components combined form the ultimate elearning experience for your learners and produce the best ROI for your program.

In the next sections, we'll break down how BizLMS offers the best solutions with expert content, in-depth reporting, thoughtful navigation, and user-friendliness. Let's dive in!

🖥 BizLMS Content- The BizLibrary Collection

The success of your Learning Management System is dependent on having a great content library. Without relevant, intelligent, useful content, your program can't thrive. When you purchase BizLMS you'll have the opportunity to select content from multiple licensing options with which you can access our amazing, award-winning content library with over 9,500 video lessons on a wide range of topics. Our content packages are customizable to the needs of your organization, so ask your BizRep for help making the best choice of content for your training goals.

Another benefit of BizLMS is the custom import and export features, which include self-made content, and content from other producers. Importing content is easy and integrates seamlessly into your BizLMS content library. Our Bizlibrary Implementation Team will walk you through the import and export process, as well as how to use the virtual classroom feature to create content within the BizLMS platform!

Content housed in the BizLMS is logically segmented into several convenient areas that make assigning content a breeze! These areas include:

- Curated Learning Paths
- Playlists
- Expert Insights Series
- Canadian Compliance
- Localized Content
- Specialty Libraries

We also have over 40 external producer partners that provide intelligent, valuable video lessons and courses, to help us aggregate a wide range of content for our clients over a broad variety of topics! Filtering content by partners in the BizLMS is easy with our robust filtering features and encourages administrators and learners to explore our content for lessons that appeal to their training needs and learning interests!

To learn more about the incredible value of the BizLibrary Content Library download our product sheet or talk with your Client Experience Manager.

BizLMS Reporting

At Bizlibrary, we understand that measuring the success of your program needs to be easy, in-depth, and customizable. That's why we have eight major areas of customizable reports available within BizLMS.

- Activity
- Assignments
- Transcripts
- Classroom
- Learning Insights
- Learning Initiatives
- Qualifications
- Saved Reports

Reports are updated hourly and are available for download by administrators. They are also customizable to reflect what information is most important for measuring the ROI of your program.

Let's take a more in-depth look at each amazing BizLMS reporting feature.

Activity Reports – Summary, Learner Detail, & Content Detail

Summary Report

The Activity reports Summary tab displays the number of daily logins and launches for teams and learners over a specific time. It also has filter options that can be applied to

- View specific teams and/or learners,
- Adjust the report by time, for example, week, month, quarter, year, or custom date range,
- Separately select multiple teams and individual learners within those teams.
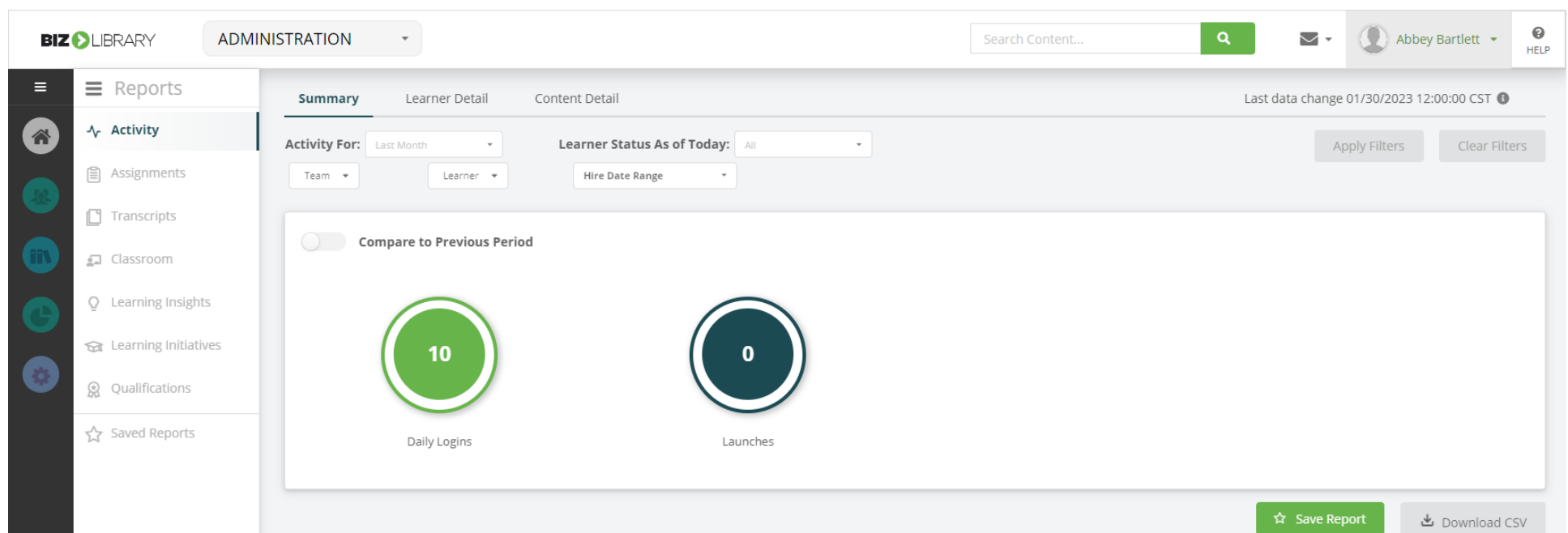
Learner Detail Report

The Learner Detail Activity report tab displays all active learners in the LMS. In addition, this report can be filtered by:

- ↳ Learner activity within a selected timeframe,
- ↳ Or learners with or without logins/launches.

It also displays active learner information like the total or average number of logins and launches,

Filters for this report include:

- ↳ Team
- ↳ Learner
- ↳ Login activity (logins, no logins, both)
- ↳ Launch activity (launches, no launches, both)
- ↳ Reporting timeframe

In this report, administrators can also view a list of titles launched by a selected learner that day.

Content Detail Report

The Content Detail Activity report tab displays launch information by content, allowing administrators to view the most popular content for their teams and learners. It also communicates the total number of launches, the number of titles launched, and the five most popular titles launched for the timeframe.
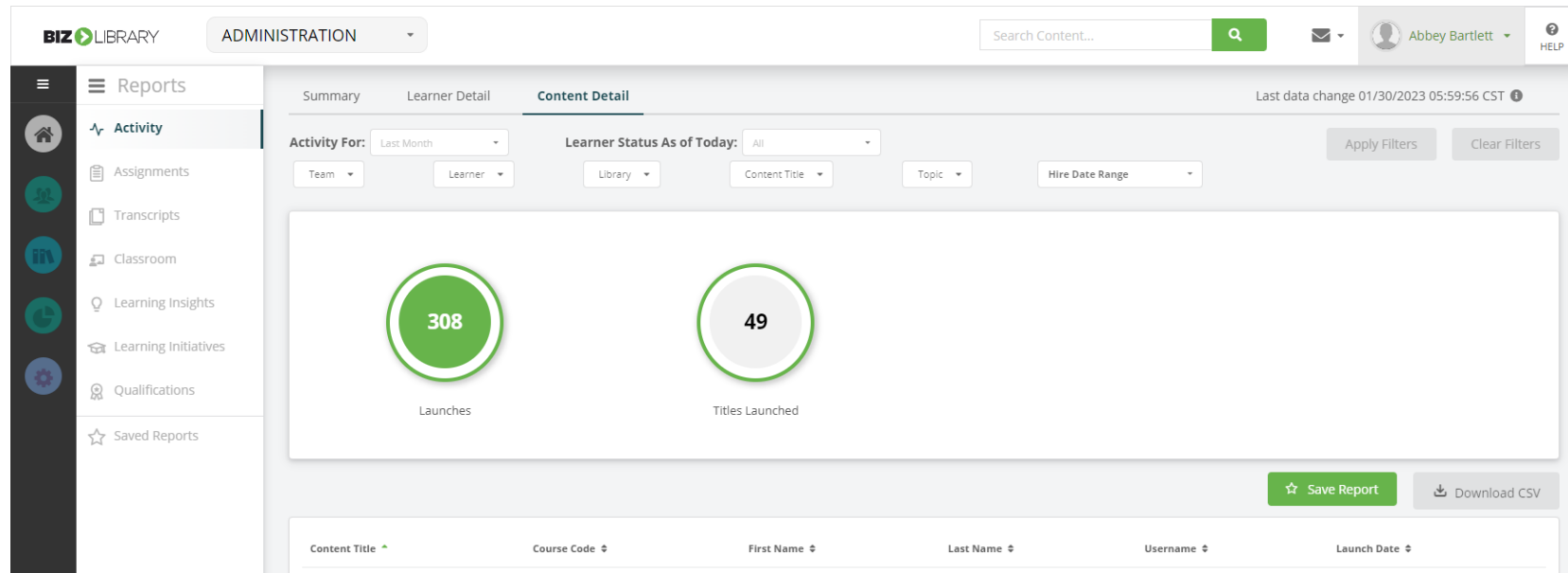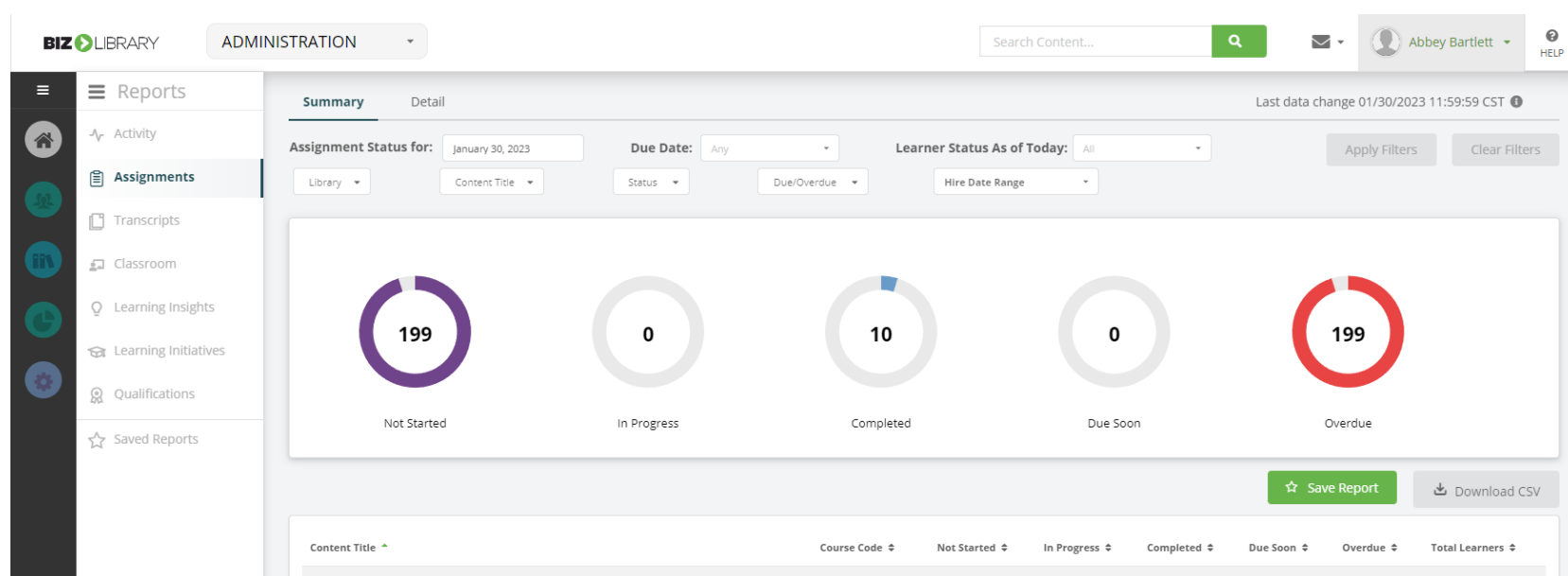

Assignment Reports – Summary & Detail

Summary Reports

The Assignments report Summary tab displays the number of learners in each status for an assignment, including information on the number of learners in each status and state out of the total number of assignments displayed.

Filters options for this report include:

- Due date
- Library
- Content, status (not started, in progress, completed)
- State (overdue, due soon)

Assignment Detail Report

The Assignment reports Detail tab displays assignment details such as content title, learner information, score, time spent, status, completion date, and due date.

Additional details in this report are included in the report download, such as duration and learner profile details.

Filters options for this report include:

- Due date
- Team
- Learner
- Library
- Content
- Status (not started, in progress, completed)
- State (overdue, due soon)
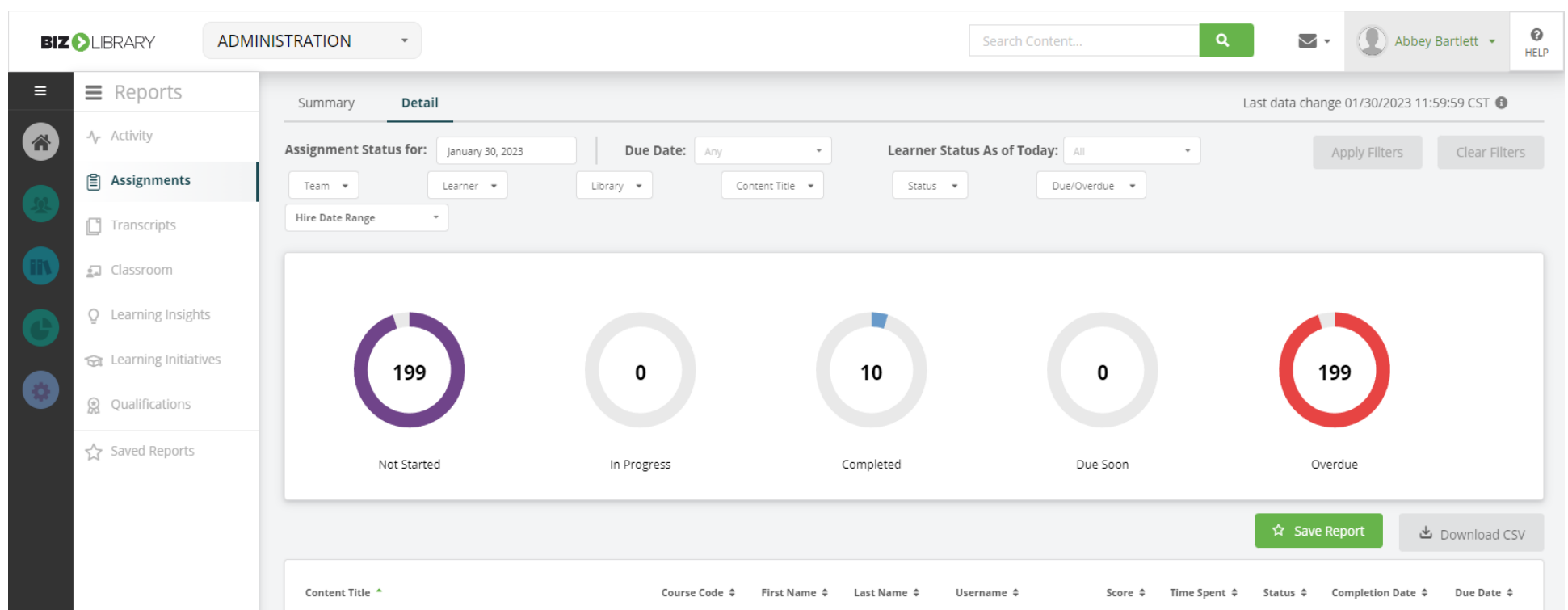
Transcript Reports – Summary & Detail

Summary Reports

The Transcript reports Summary tab displays the number of completions for designed teams and learners over a specific time. It can be filtered to view specific teams or learners, and customized to account for select times, for example, a week, month, quarter, year, or custom date range. Additionally, a library filter allows the administrator to view completions for a specific library.

In this report, administrators can also view titles of content completed by a learner during a specified time and can compare selected timeframes to each other.

Another feature of this report is the "show activity over time" function that displays the activity patterns into a cohesive graph. This graph is interactive and allows an administrator to add or remove the lines from the chart.
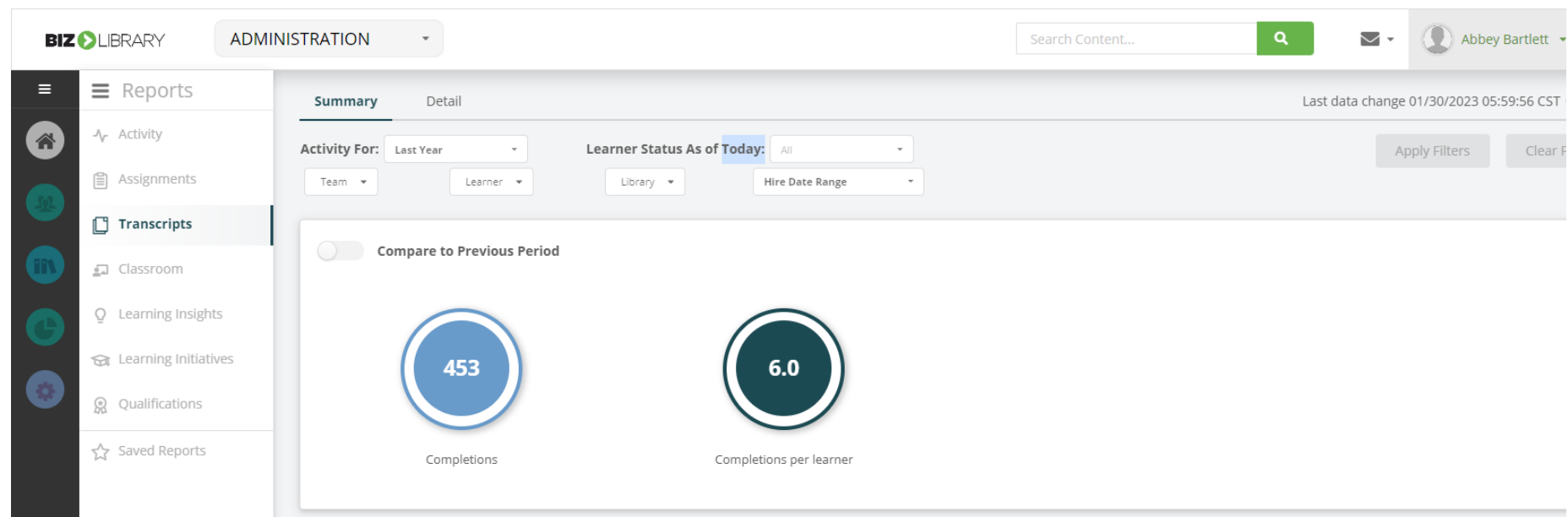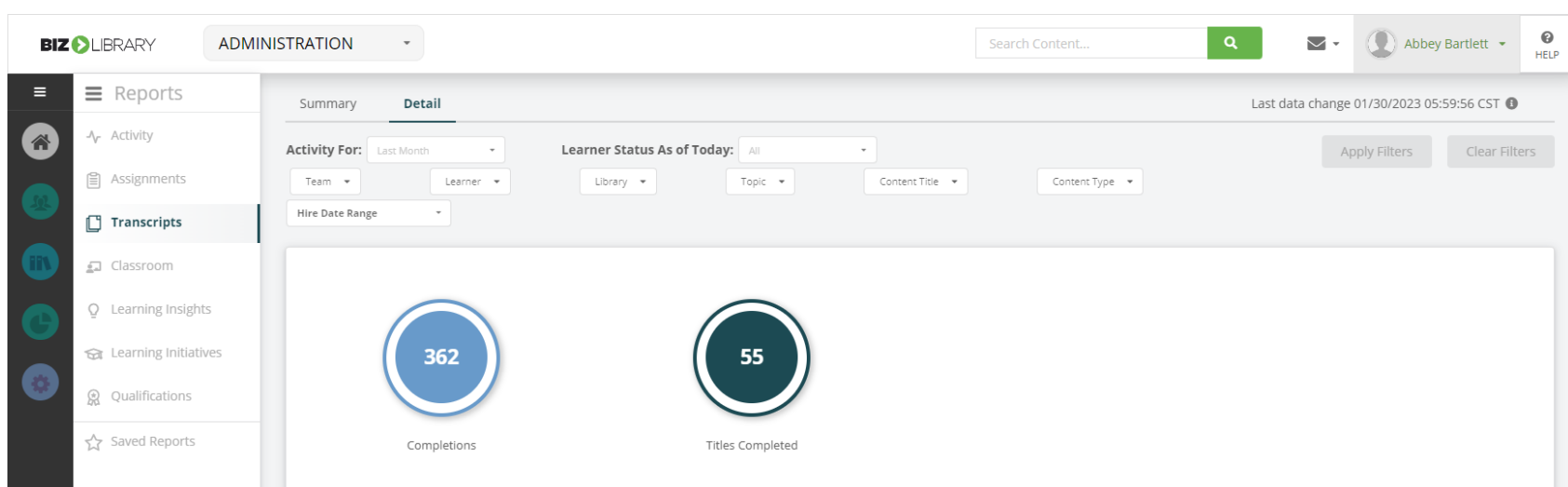

Detail Reports

The Transcript Report's Detail tab provides completion detail information for each learner. This report detail includes content title, content type, learner information, score, time spent, completion date, and a link to download the completion certificate (when available).

The report displays the total number of completions, as well as the number of unique titles completed, and the five most popular completed titles.

Filters for this report include team, learner, library, topic, content title, and content type, as well as the ability to change the timeframe. These additional filters allow the administrator to view specific content completion data on their learners.

Classroom Reports – Summary & Detail

Summary Reports

The Classroom Report's Summary tab allows administrators to report on the Classroom course as a whole, including the learner and their status for the course overall, displaying if they have completed or not started their Classroom assignment.

Detail Reports

The Detail Report tab allows administrators to see an in-depth view of their learners, including which event they have signed up for and events they were assigned.

It can be filtered to view specific teams or learners, and customized to account for select times, for example, a week, month, quarter, year, or custom date range. In addition, if there are multiple instructor-led training sessions for an organization, administrators can also apply these filters to a specific library.

Regardless of which libraries instructor-led training sessions live in, filters can be applied for classroom titles, specific instructors, and facilities.

Learning Insights Report – Summary

Summary Reports

The Learning Insights Summary tab allows administrators to use Insights reporting to view their Learners' utilization of the LMS and compare utilization across Teams within the organization. It even has the option to compare learners with outside organizations. This report can help administrators gain a clear picture of their learners' activity and assess their results in contrast to other learners. Some areas of comparison include the number of average logins, launches, and completions in each category outlined below.

Learners' utilization data can be shown alongside:

- Other teams within your own organization
- All other organizations
- The 10 clients with the highest client scores, referred to as Benchmark Organizations
- Organizations in the same industry, referred to as Peer Organizations

Learning Initiative Reports– Summary & Detail

Summary Reports

The Learning Initiative reports Summary tab displays optional filters to view a specific Learning Initiative, Learning Initiative group, or inclusion of several Learning Initiatives. You can filter for status: incomplete, complete, or expired, as well as if the Learning Initiative is overdue or due soon.
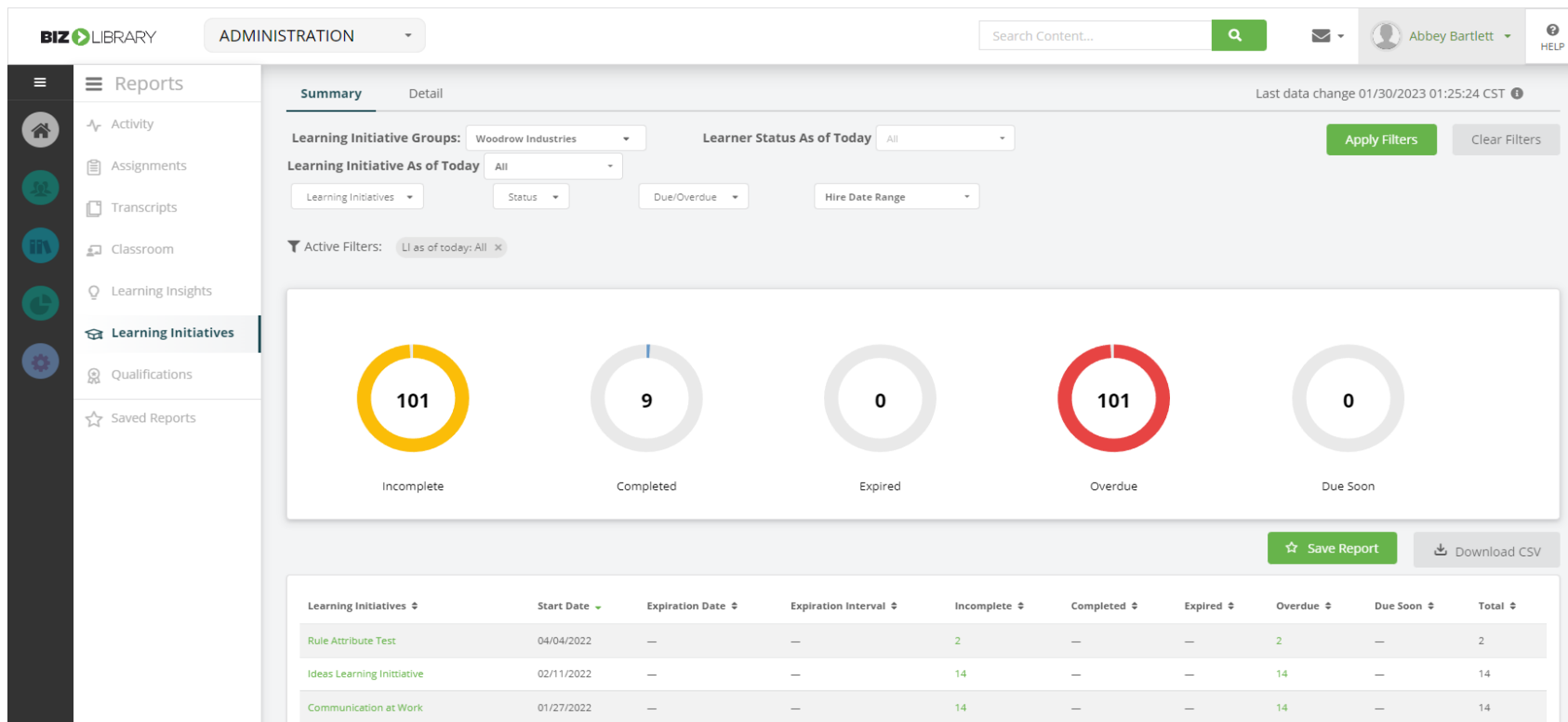
Detail Reports

In the Learning Initiative Details tab administrators can view if specific courses have been completed or still need to be completed, within a specific Learning Initiative. This report has optional filters to display a Learning Initiative Group and due dates, as well as team(s), learner(s), learning initiative(s), status (incomplete, complete, or expired), as well as overdue or due soon.
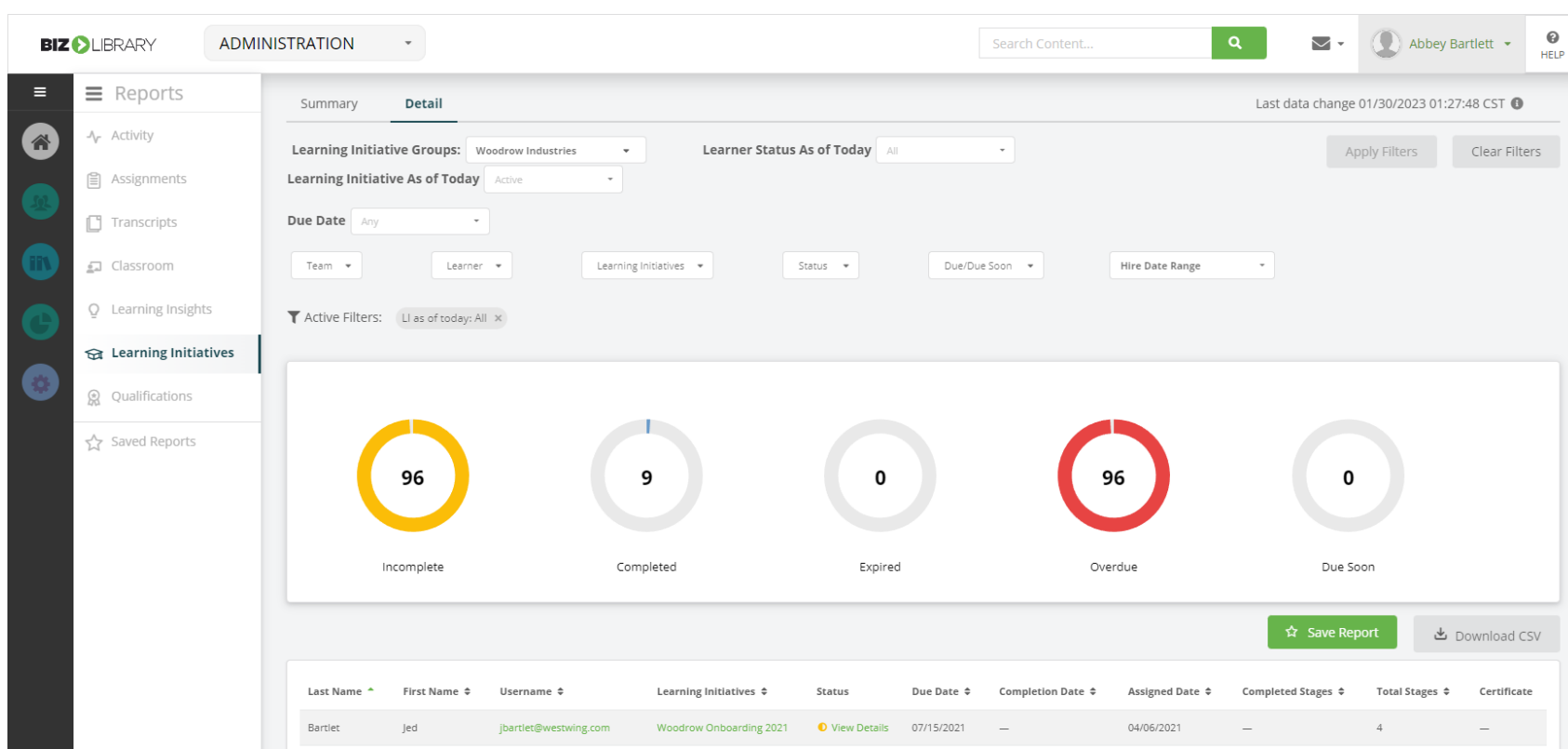
Qualification Reports – Summary & Detail

Summary Reports

The Qualification Report's Summary tab allows more flexibility for administrators needing to track specific qualifications a learner has achieved for their job role or position. Many organizations require their learners within a certain job role to acquire professional certifications or credentials to supply qualifications to a job.

The Summary Report allows you to view a list of qualifications and the number of qualified learners compared to the unqualified learners.
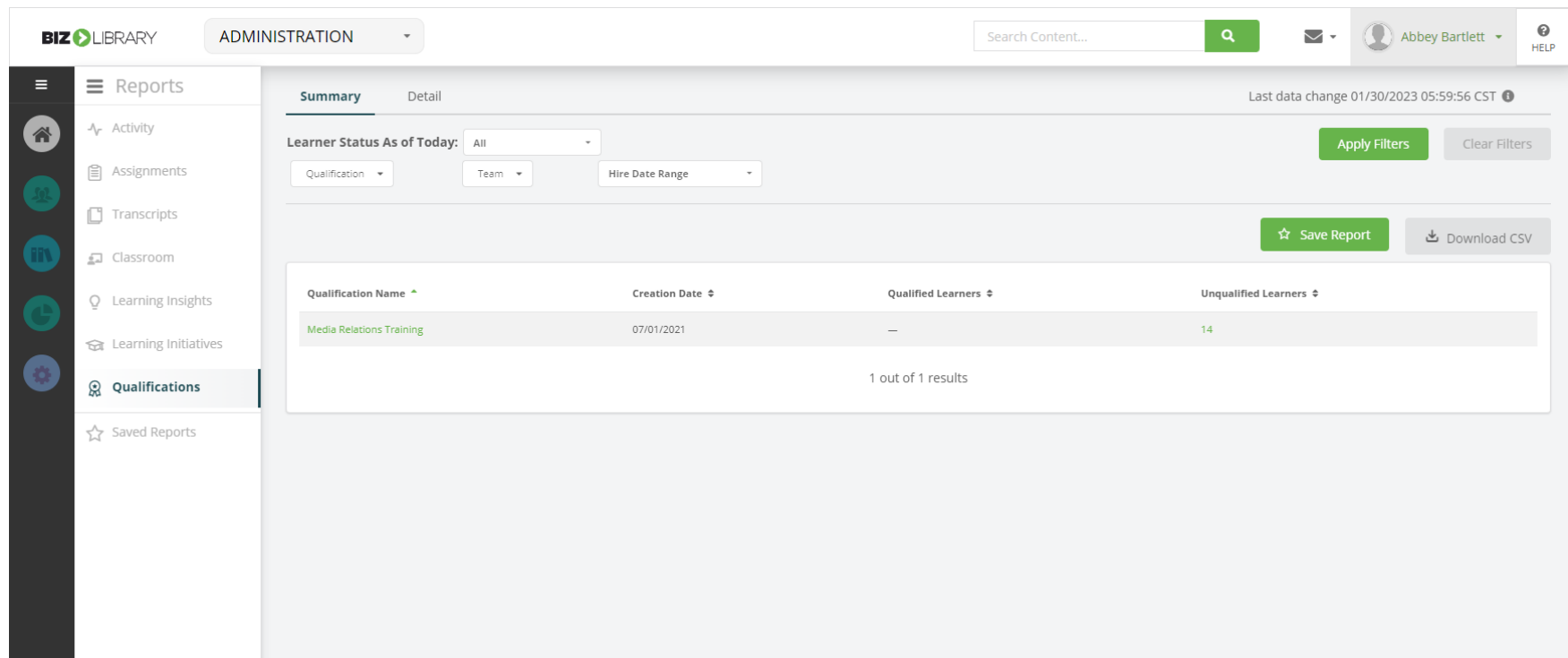
Detail Reports

In the Qualification Report's Detail tab administrators can see which specific qualifications each of their learners hold. They can filter for qualified and unqualified learners on each qualification for easy access. Additionally, in this report administrators can identify when a qualification was received along with any applicable expiration dates.
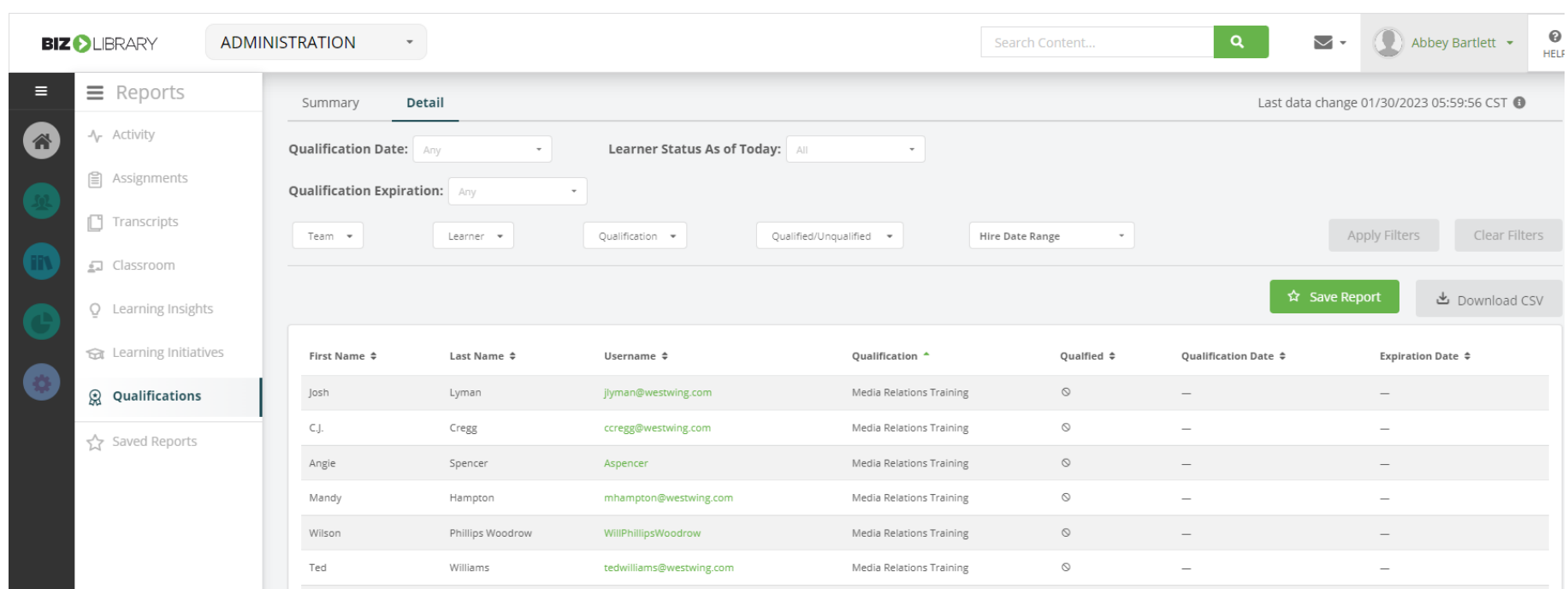
Saved Reports

The Saved Reports section allows administrators to quickly access the reports they use most often. Each report within the new reporting section (other than learning insights) can be saved from the page by simply clicking on the "Save Report" button and can then be accessed in the "Saved Reports" tab.

The Saved Reports page lists the name of the report, report type, scheduling information, and creation date, and has actions for scheduling the report or deleting it once it is no longer needed.

These extensive, customizable reporting features are just another asset BizLMS offers to help you on your journey of creating an expert, impactful training program. If you have questions about customizable reports or need help getting started, reach out to your Biz Rep today!

⊘ BizLMS Navigation

BizLMS provides relevant training for all types of teams in almost any location. By using a URL, not only can organizations provide custom experiences to their learners, but training content is available on multiple devices anywhere there is an internet connection.

BizLMS also features a robust recommendation engine that offers easy access to training content. Our recommendation engine takes the guesswork out of finding desired courses by suggesting content to learners based on their profile preferences and interests.

When searching for content, there are a variety of ways learners and administrators can narrow down their search results. The simplest way to filter search results is by using the wide range of filters available in the LMS, including, topics, audience type, certification name, language, duration, format, and more.

The BizLMS homepage also has several widgets that make it easy to find assigned content and use BizLMS features. These widgets allow administrators to customize their LMS homepage with information and tools they think are most important for their learners. These widgets include:

- My assignments
- My classroom events
- Browse topics
- My playlist
- Recommended content
- Highest rated

- Featured curated learning paths
- Browse topics
- Recent learning
- Most popular
- New releases
- and more!

For a complete breakdown of customizable homepage widgets, talk with the BizLibrary Implementation team during your homepage creation. Reference the implementation section of this playbook for more information about BizLibrary's implementation process.

Also notable about our customizable homepages is the ability to add custom videos, images, and announcements! This feature helps administrators highlight information and company announcements, so learners stay up-to-date on important happenings at your organization.
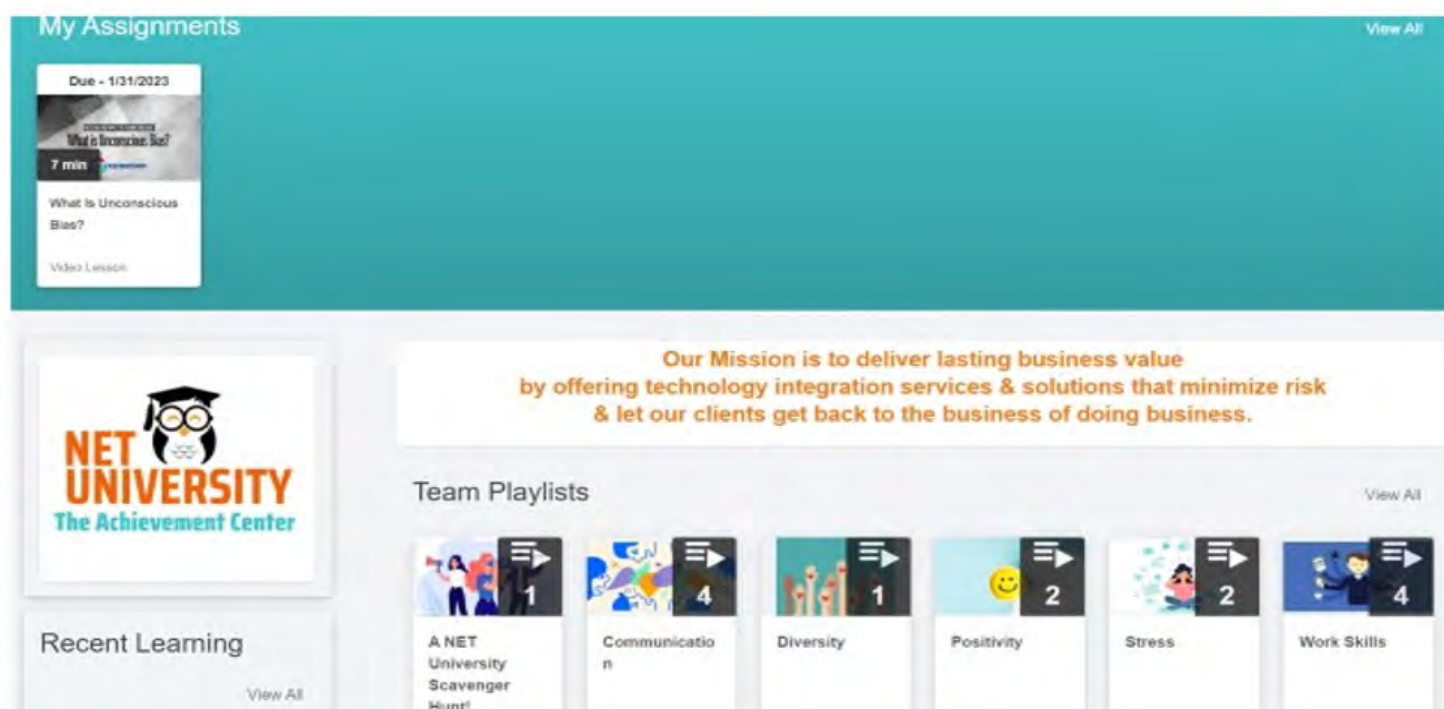
📖 BizLMS Usability

BizLMS is incredibly user-friendly, and offers several features for optimal learning and retention!

Here is a breakdown of some of our unique product features that make using BizLMS a breeze.

- **Learning Initiatives** – Allows administrators to easily build and manage curricula for areas like new onboarding, new manager training, and compliance training. These can be tied with qualifications to allow seamless record-keeping and management.

- **Curriculum Builder** – Enables administrators to search and explore content while providing advanced options to easily find content, create assignments, build curricula, and manage training with ease.

- **Gamification** - Encourages utilization through social learning principles and allows learners to be rewarded for completed learning courses with points and badges.

- **Virtual Classroom** – Bridges the gap between in-person and remote learning by providing an environment for live, interactive training sessions. This product has several features for engaging learners, including two-way audio & video, an in-app chat, support materials, and question/answers, polling, and assigned question options. Administrators can also record any session and add it to their custom content library for future, on-demand access.

- **Reinforcement Boosters** – A training tool based on the science of learning retention, helping you reinforce the learning objectives and maximize your ROI in the process. After completing a boosted video lesson from The Bizlibrary Collection, learners can enroll in a booster program to further increase retention of key learning objectives. The reinforcement program consists of four boosts over two weeks. These boosts are additional touchpoints to engage the learner in thought-provoking questions, increase the likelihood of behavior application, and improve the overall learning experience.

❓ Why BizLibrary?

By now you've seen just how valuable a partnership with BizLibrary can be to your organization, however, we'd like to highlight several other Bizlibrary services that offer above-and-beyond support to our clients, setting us apart from our competitors.

- **Marketing** – Our team knows that time is a common issue for training professionals, and sometimes between creating a program and assigning content, marketing isn't top of mind. However, marketing your program to learners is incredibly important! Especially during implementation. To meet this need, our team has created marketing templates including email sequences and suggested activities all housed within the BizLMS. You can find these support materials and more in the Client Program Support Library.

- **Implementation** – Successful implementation of your program is imperative to its success. Along with the purchase of BizLMS, you'll have access to an incredible Implementation Team dedicated to aligning your program goals and getting employees into their first courses! See the implementation and strategy section of this playbook for more information or download the complete Implementation Playbook.

- **Ongoing Success** – When you sign with Bizlibrary you get a life-long partnership with an organization known for helping their clients launch and maintain successful training programs. Every Bizlibrary client gains an experienced Client Success Manager who can help with any training or product needs. They also work with clients on outlining training goals and developing plans of action for achieving these objectives!

- **Transparency –** When you think of online training, transparency may not initially come to mind. However, we believe transparency is an important consideration when choosing to partner with any organization. At BizLibrary, we are constantly communicating with our clients, whether it be through monthly product update emails, client surveys, product webinars, marketing templates, or the consistent communication between clients and their Client Success Manager. It's imperative that our clients feel their needs and successes are important to us while also having the most up-to-date information about our products and services.

Let's Talk about Implementation & Strategy

Having an effective program requires efficient implementation. Part of our pledge as your training partner is to provide you with all the resources and support needed for a stellar program setup and launch!

Our Bizlibrary implementation team is like no other. The process from start to finish is completely personalized with an initial meeting to set expectations, review training goals and pain points, and outline a plan of action. You'll have access to a full team of skilled professionals with years of experience helping our clients successfully launch their programs.

What's the best part of the Bizlibrary implementation process? **This professional service is 100% included in your purchase of BizLMS!** That's right! There are no additional fees or hidden charges.

Here's an overview of how the BizLibrary implementation process helps you pursue and achieve your training goals!

Hit the Ground Running

- Implementation takes less than 6 weeks

- We'll talk both technical and strategic implementation to set you on the path to success

- Very low lift from your IT team so you can jump right in

Dedication from Day One

- As partners in training, we'll identify your goals and how to achieve them from the first call

- Dedicated team focused on your program goals

- Together, we'll determine metrics for success

Quick Wins

- Start seeing results with our best practice programs

- Business reviews to tie results to organizational objectives

- No set it and forget happening here - we're always helping you evaluate and adjust

We take our partnership with clients seriously and know that a successful launch is imperative to the continued success of your training program. We recommend relaying this incredible differentiator to your leadership team and stakeholders as an added benefit of partnering with BizLibrary.

To learn more about successfully implementing your training program, check out our Implementation Playbook! This guide outlines what it takes to have a successful launch, tools for getting it right, and marketing materials that excite and entice learners about their new training resources. This resource is also available through our Implementation Team and your Client Experience Manager.

⚾ Get the Ball Rolling!

Presenting BizLMS to Your Organization

While our Implementation Team will walk with you as you launch your program, we wanted to provide some insights into what you can be doing now to ensure a successful program launch!

1. Gather your key supporters! This includes but is not limited to, Executive, C Suite, and HR or L&D personnel, along with team leaders or managers.

2. Discuss the program benefits to each group, and any responsibilities they may have.

   a. For example, team leaders and administrators may be responsible for tracking their team member's participation and assigning content. Be clear and concise when explaining these new responsibilities. Also, be sure to emphasize how this new platform will benefit your stakeholders!

3. Begin marketing BizLMS to your learners!

   a. Start by sending your first BizLMS "teaser" email to alert learners of the upcoming new product and begin generating excitement in your organization!

   b. We've included several marketing resources in the Implementation Playbook that you can use to market BizLMS to your learners. Simply download, add your desired recipients, and company information, and hit send!

   c. You can also check out our Marketing Your Training Program 101 Guide for templated resources and more!

🖥 BizLMS- A Solution for You

BizLMS is more than a learning management system, it's an investment in your organization. This powerhouse solution contains the tools you need for a successful, long-lasting training program. Alongside our award-winning content and platform, you'll get the added benefit of having a team of skilled professionals dedicated to helping you achieve your goals and train your employees to become highly skilled individuals. We are so excited about this opportunity to partner with you! Together we can accomplish remarkable things.

Have you heard the *buzz* about BizAcademy?

This cohort-based learning experience delivers training through live skill discussions and group coaching sessions, as well as on-demand lessons and practice materials.

With expert instructors including executive coaches, TedX speakers, authors, business strategists, and CEOs, your leaders and managers will work directly with high-level, experienced teachers to gain tangible tools for maximum impact!

Reach out to your BizRep today to learn how you can take full advantage of this product, and be sure to **click here** for a further breakdown of all BizAcademy has to offer!