

# absolutely. learning management system

## Spread the word with Report Emailer

### Report Emailer

Smart organisations keep abreast of employee training and constantly monitor staff progress towards defined targets. Unfortunately some firms spend more time gathering this information than acting upon it.



We have created Report Emailer so your team's training information is at your fingertips. The system sends line managers the latest training progress reports for their team. The same information can also be used as a compliance record.

#### Report Emailer Benefits

- Ends time consuming manual research.
- Enables you to quickly spot staff who have not completed their training.
- Speeds up finishing times.
- Improves completion rates.
- Customises reporting.

#### How does it work in practice?

Report Emailer can be fully customised. You decide what information it needs to contain, how it needs to look, who needs to see it and when it needs to be distributed.

Working with your Absolutely Training Client Relationship Manager, there are three simple steps to take before Report Emailer starts making your life easier.



#### Who is spending their time more productively?

Two companies are committed to monitoring their regulatory training. One is using manual methods, the other is using Report Emailer.

#### Option A: Manual Method

To keep up with training rates, every week Company A must:

1. Log into their training system.
2. Research completion rates manually.
3. Produce separate reports for five interested parties.
4. Distribute reports by deadline.
5. Act upon information to ensure agreed completion rates.

#### Option B: Report Emailer

Once Report Emailer is installed Company B can immediately:

1. Understand training team status.
2. Remind those yet to complete training.
3. Identify problem areas.
4. Assure senior management that communication is up-to-date.

If you picked option B, call **0845 130 5140** to learn how to get Report Emailer.

This is a standard feature of Skills Hub™ and can be added at no extra charge.



absolutely. train smarter, act faster.