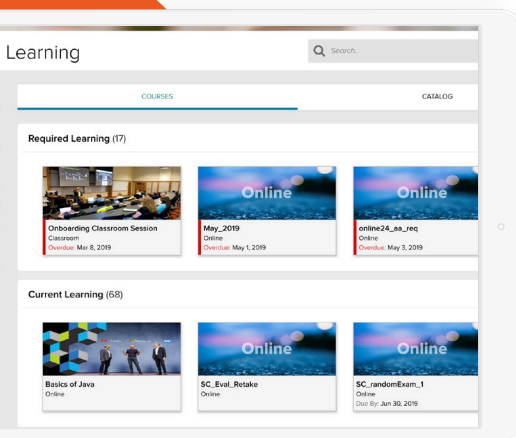# ADP® Learning Management

## Key features:

- Auto-assignment of content based on user criteria, such as job and location

- Manage and monitor compliance and completion with reports and dashboard

- Intuitive learner interface to control and guide access and completions

- Connect competency gaps for continuous improvement — complete certifications and tests

- Facilitate career planning with recommended steps for new opportunities



**ADP Learning Management**, part of the ADP Talent Management suite, makes it easy to help automate, streamline and improve the processes that drive high-performance and connect your people to work.

## Your challenge

Whether employees are new to your organization, planning their next career move or simply looking to grow in their current position, continuous improvement is the key to competing in an increasingly global marketplace. But many large employers struggle with finding a system that effectively engages learners and meets a diverse set of needs — from onboarding to certifications — without creating administrative headaches for managers or executives in ensuring organizational goals are met.
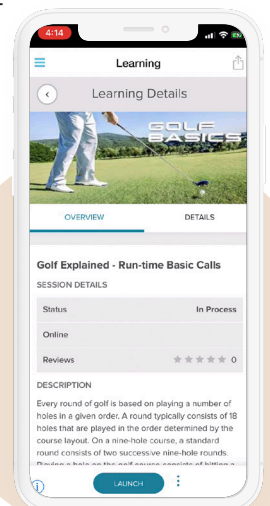
## The solution

ADP Learning Management is the integrated solution that helps you accurately and efficiently target, manage and deliver specific learning activities — both formal and informal — for every employee. Now, you can create, schedule and administer live classroom training, online learning and more. Fill gaps, create individual learning paths and help drive employees' ongoing personal and professional development.

### Manage and deliver all kinds of learning content

From assigning and managing, to measuring and tracking a host of employee development resources and activities, ADP Learning Management makes it simple to manage a robust learning and development program:

- SCORM® and AICC-compliant online courses

- Instructor-led classroom courses

- Online resources
    - Articles
    - E-books
    - Blogs
    - External HTML links

- Web conferences and virtual classrooms

- Skillsoft content libraries

**Always Designing for People™**

## Highlights

### Maximize productivity at every stage
Learners, managers and executives alike are quickly directed to the resources they need. Features like auto-enrollment and auto-assignment reduce administrative burden, so managers can focus on helping employees learn and grow.

### Streamlined management of course materials and resources
ADP Learning Management is the repository for all learning elements of a course, including pre-class reading materials, post-class support material, discussion forums, peer feedback and more.

### Align learning to jobs and competencies
Integrate with performance and career development solutions to provide dynamic decision support tools and make smart pay-for-performance decisions. Align learning paths with performance evaluations and development activities for powerful talent management that help drive success at all levels.

### Simplify administration for managers and executives
Role-based functionality and at-a-glance dashboards help ensure every manager's team is on task — and identify who's overdue for required compliance-related learning. Executives can remain focused on the bigger picture knowing that all employees are working hard toward critical business and compliance objectives.

### Enhanced communications
Have an announcement to share with a specific group of learners, news about a new certification requirement or want to poll a group on a specific issue? Communications like these can be targeted to a specific audience based on criteria such as department, location, courses enrolled or courses completed.

### Better data for better decision-making
ADP Learning Management supports ADP's unparalleled reporting capabilities. Try our built-in reports for visibility into registrations, course completion, exam results and certification status or use the ad-hoc reporting feature for answers to on-demand queries.

## The advantages

### Turn natural talent into extraordinary performance
ADP Learning Management lets managers "push" prioritized learning activities to employees. No searching, no learning curve — learners simply log on to see exactly what they need for compliance training, certifications or to fill gaps in current competencies. They can find additional development activities based on their individual career goals.

### Create competency-based learning paths
Extended learning path functionality lets you create learning programs based on specific competencies required to succeed in a specific position. Managers and learners are directed to courses that help close competency gaps or build the skills needed for a future position.

### Share and recommend content
Social Learning enables you to enhance your employees' knowledge and engagement with your organization. Learners can upload and share learning content and links to information they find valuable with the organization, and they can recommend training they have taken to their peers.