

# HOW TO CHOOSE AND IMPLEMENT YOUR NEW LMS



Learning Management Systems (LMS) Bootcamp

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Learning**

**Tugela**  
PEOPLE

# Meet your webinar hosts



## Thomas Schilling

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Managing Director  
Tugela People

*With 30 years of HR industry experience, Thomas started Tugela People in 2012: an HR Systems consultancy focused on supporting multi-national SMB's to achieve their vision through their people by providing a complete and extensive service to meet their extended HR and learning needs.*



## Kate Ramalho

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Operations Manager  
Bridgewater Learning

*A qualified and experienced teacher with over 10 years of corporate training experience. Kate supports clients in implementing Learning Management Systems, formulating eLearning strategies, and designing and delivering digital learning for mid-sized multi-national companies. Bridgewater Learning is a strategic eLearning partner of Tugela People.*

# Webinar Objectives



1

Features and functionality of a cloud-based LMS, including organisational considerations.

2

How to provide an exceptional and effective learning experience.

3

Top tips in selecting an LMS.

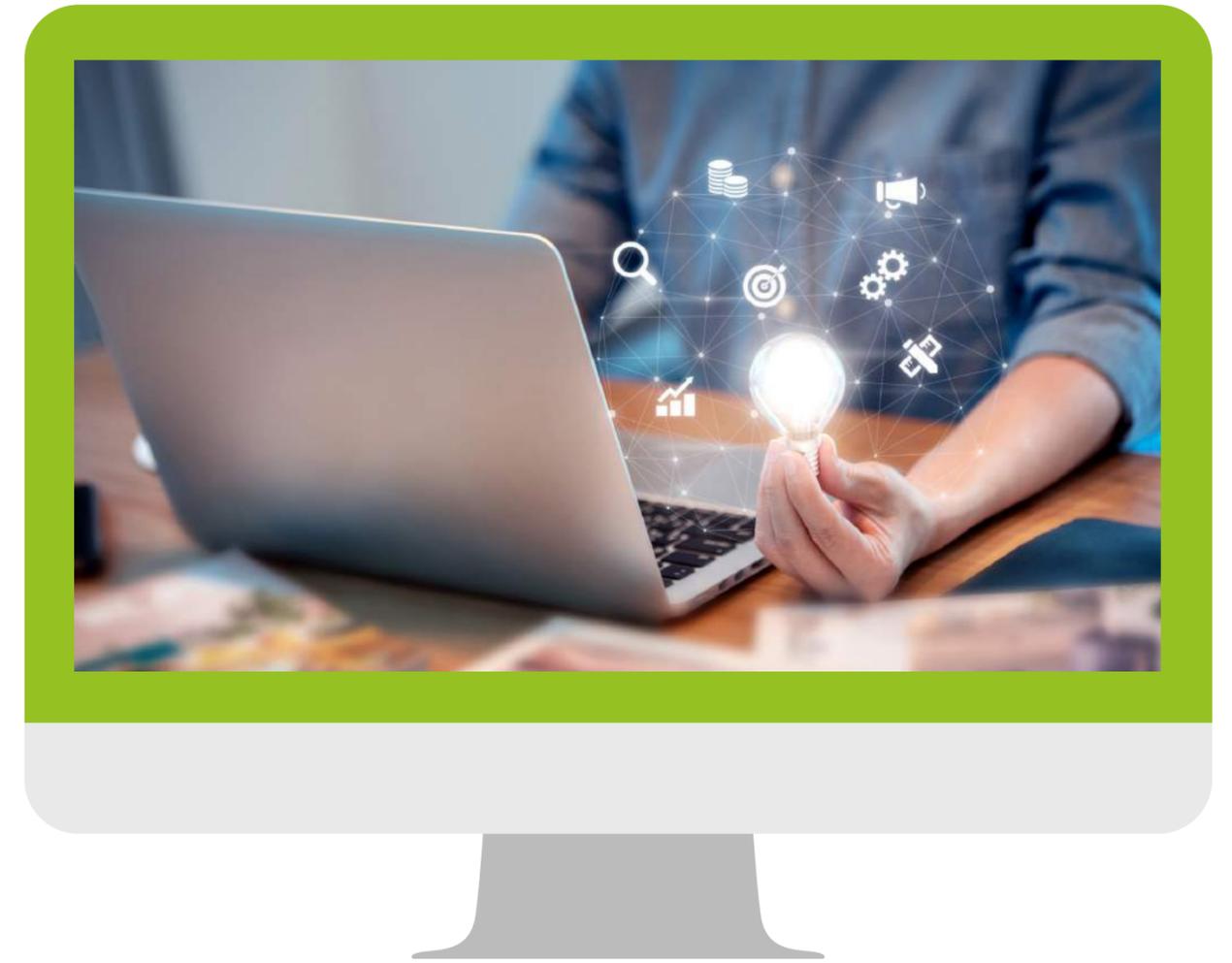
# Features & Functionality of a cloud-based LMS



# White Labelling

Customisation of your LMS

- **customisation of the look and feel** - access to themes or ability to create your own with your company logo, background images, the colour scheme of buttons and other visual elements.
- ability to tailor the system with your **own domain name**.



# Content Management

An essential component of an LMS

## Key considerations:

- **Support of latest technology** for the building of courses (SCORM/ xAPI/cmi5).
- **Support of all formats of learning content** - presentations, videos, interactive eLearning content.
- **Upload existing documents, videos and exams**, and link learners to web content hosted elsewhere.
- **Effective learning paths** - organise curriculum, learning materials and evaluations.
- **Sharing of learning materials and events** between courses or learning paths.
- **Storage of content** - can you uploads, store, organise, reuse and share them? Are there limits?



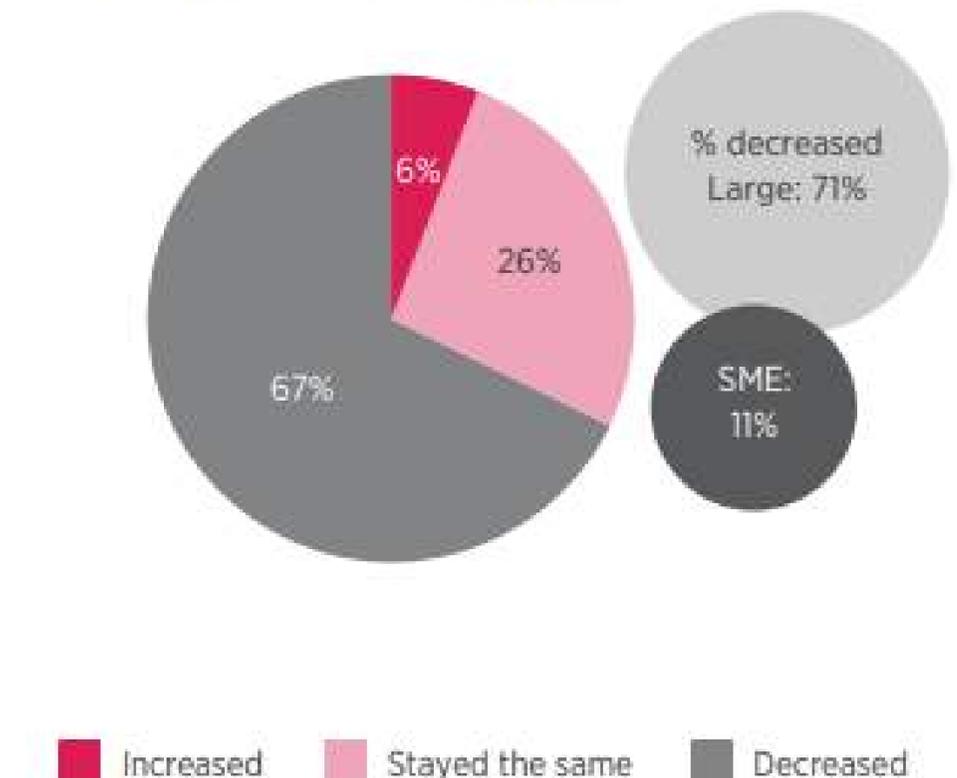
# Support for Mobile Learning

Learning on the go! The delivery of training or education materials or learning support on a mobile device.

- **One platform, one learning experience** - a seamless experience across the web-based platform and the mobile app
  - The ability for **content to be displayed correctly** in different browsers and mobile devices.
  - Select an LMS with a **mobile app** for the three major platforms: iOS, Android, and Windows.
- **.Training offline:** the ability for learners to download courses, complete them offline and sync their progress when back online.
- **Optimise your courses for mobile:** run a compatibility check to see which courses will play well on mobile.

According to the CIPD  
'Learning and skills at work survey 2021'

Use of face-to-face solutions last 12 months...



# Reporting & Tracking

A must-have feature to gather insight and detailed statistics on learning content and learners' progress.

- Ability to **build, schedule and download custom and actionable reports** to track the information your organisation needs:
  - Training & progress logs
  - Training matrixes and infographics



# Certification & Assessments

An essential component of an LMS

## Assessments:

- Ability to build tests with **options for multiple-choice, drag-and-drop matching, ordering, fill-in-the-blank, as well as open-ended questions.**

## Survey Engine:

- Ability to **build surveys to gain insights** into your learners and their training.

## Certifications

- Ability to **monitor and manage** the completion of employee certification requirements.

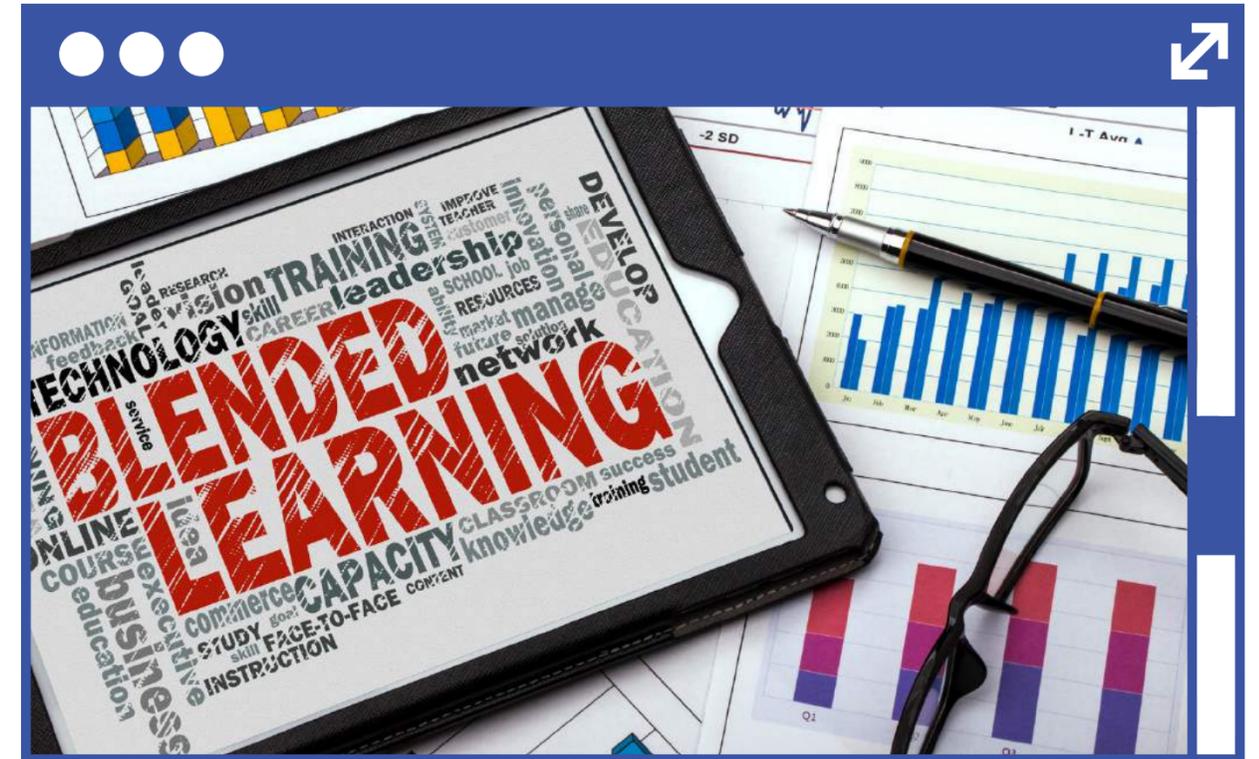


# Support for Blended Learning

Offline learning and hybrid events must be tracked, recorded and assessed as well as online ones.

An extensive list of LMS features may be needed to support offline learning effectively:

- Can you **register learners** for classes, seminars, workshops and other events through the LMS? Can learners register themselves?
- Can eLearning and offline learning be **combined in a learning path**?
- Is there support for **documenting and tracking** offline or even external certifications and other qualifications? Can they be included in learning paths?



# Integration

The ability to easily share data across organisational systems is another must-have LMS feature.

According to a Brandon Hall study:

# 75%

organisations considered  
integration capabilities necessary

- **Single-Sign-On (SSO)**
- **Native integrations, 3rd party applications and API's**
  - video conferencing
  - communication tools
  - webinar applications
- **Systems integration**





# Providing an exceptional and effective learning experience.

How do we make it fun and engaging for our learners?

# Ease of Use

A good LMS interface is intuitive and user-friendly for both learners and system/course administrators

## For the learner, is it clear to them how they:

- login?
- open the course catalogue?
- find out about upcoming events?
- see test results?
- message another user?

## For the Administrator, do they understand how to:

- enrol users and add/edit training materials?
- assign training courses to employees?
- Create learning paths and track the progress of employees?
- Do you have to look up technical documentation all the time to sort out the LMS features?



# Engage your Learners

Look for the key features that can support and encourage your workforce

- **Boost participation** - look for features such as leaderboards, points, levels, dashboards and rewards.
- **Enhance communication & collaboration between admin, instructors and learners-** select an LMS with messaging capabilities & forums.
- **Multilingual** - a platform with an extensive range of languages will appeal to a broader range of users by using the language they speak.
- **Enable learners to access courses anywhere anytime** - with a platform that is enabled for mobile.
- **Make training accessible to all users** - by selecting a platform that conforms to WCAG-2 accessibility requirements.
- **Guide your learner's growth-** by having the ability to create learning paths that can guide the way courses are completed or course content can be viewed.



According to a survey by Software Advise\*

58%

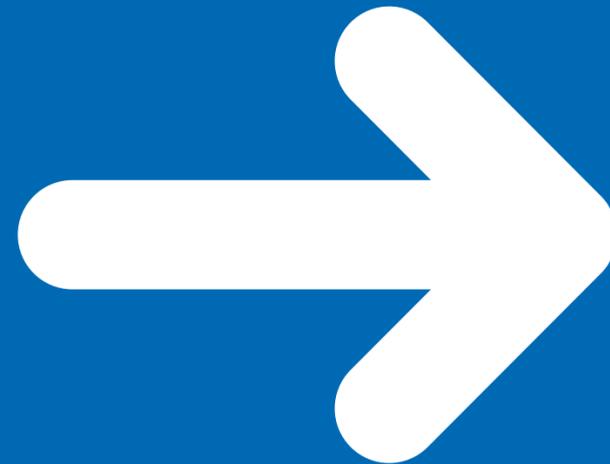
want online learning content to be broken up into multiple, shorter lessons

35%

want real-life based rewards based on learning progress

24%

prefer social networking in the form of discussion boards



Microlearning

Gamification and other tools

Rewards and Certification

# The value of working with a partner

Why an e-Learning consultant is important

- **Digital Learning Business Strategy:** providing guidance and support in either developing/ implementing a new e-Learning initiative or reviewing/enhancing your existing programme.
- **Learning Technology sourcing:** providing support for the selection of an LMS that is right for you.
- **LMS Administration:** ensuring your LMS is correctly set up, and you're trained to use it.
- **Course Content Strategy:** evaluating your organisations learning needs and advising on the types of content that will best engage your learners.
- **Course Materials:** assisting with course content development, ILT, creation and procurement.
- **Course Conversion:** the customisation, conversion, and uploading of existing content.
- **Support for virtual and hybrid events:** through the digital conversion of in-person educational events.
- **Ongoing Support:** providing post-implementation support through managed services.
- **Integration to other core systems,** e.g. HR, SSO, etc.

# Summary

- Find the LMS that supports the features you want to **incorporate** in your training programs **while addressing the needs of your workforce and organisational objectives.**
- And, **become well-versed with your LMS's features** so that you can think through how you can optimise those capabilities to design content with maximum impact.



# Top Tips

A complimentary resource that will be sent to all participants



## SELECTING AN LMS

Finding an approach that works for you

# YOUR QUESTIONS

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