

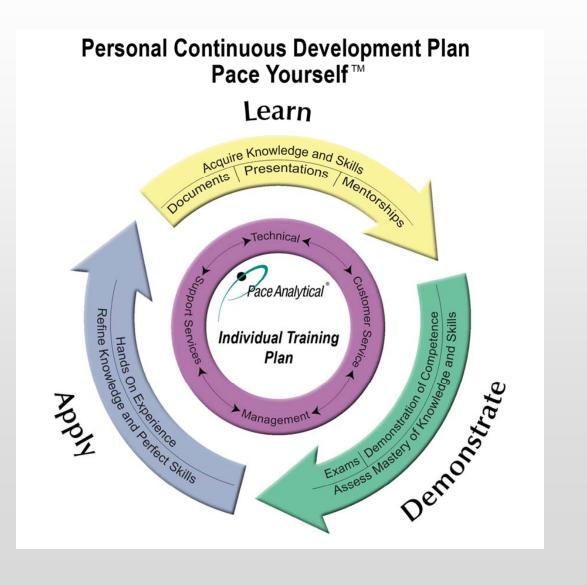
The Use of an Internet Based Learning Management System in a Multi-Site Laboratory

Presented at NEMC 2012 August 7, 2012 Bruce Warden Pace Analytical Services, Inc. Pace Analytical Services, Inc. has developed a company-wide Training Program



Pace Yourself





The Challenge

To provide an effective and consistent training program across all businesses, all disciplines, and all locations and to make this training readily available to all employees within the company.



Wide Range of Jobs Needed Different Skills and Knowledge Needed

- Lab Analysts and Technicians for Inorganics, Organics, Specialty Testing
- Field services analysts and technicians
- Sample management technicians











How do you deliver effective and consistent training to employees with a wide range of jobs and job functions?





Solution: Define Training Needed

• Orientation Training

– How to work within the company?

• Basic Core Training

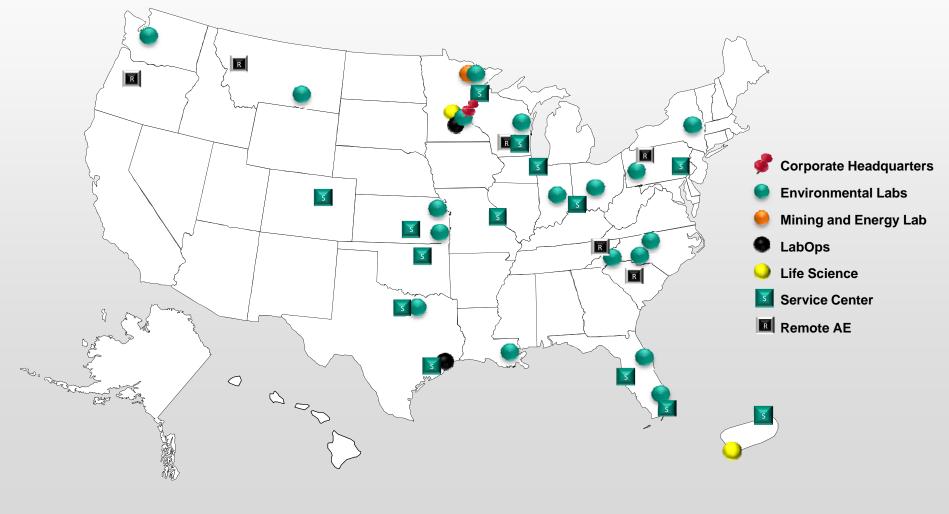
- How to work within a laboratory?

• Job Specific Training

- What are your job responsibilities?
- What tasks are you required to perform?
- What knowledge/skills are needed to be successful at those tasks?



NATIONAL LABORATORY NETWORK







How to deploy and manage consistent training throughout a multi-site company down to the individual employee.



Solution: Use of LMS

Learning Management System (LMS)

- Web based application software that provides:
 - Secure, reliable, and accessible platform for managing all aspects of training including:
 - Deployment of on-line courses, classes and assignments that make up training program
 - Tracking of all training activity
 - Documentation of all training completed

Deciding on LMS



Our Requirements:

- Central control of training program
- Local ability to provide unique training needs
- Control and Security of training materials
- User friendly interface
- Effective reporting capabilities
 - Progress at individual, lab and company-wide level
- Robust with consistent performance
- Cost effective to implement and use over time

Chose Learn.com as our vendor, now Oracle

Vendor and User Responsibilities



<u>Vendor</u>

- LMS software application
- Software developmentcontinual upgrades
- Operate and maintain servers that run application
- Data storage, backup and security
- Training and ongoing technical support

<u>User</u>

- Creating and maintaining user accounts
- Creating, purchasing & deploying training materials
- Managing user courses, assignments and enrollments
- Training local administrators
- Company-wide technical LMS support for users & admins
- Updating site design
- Managing change and implementation at new labs

Deploying Formal Training



1. New Hire Training

Orientation – ILT, Hands-On & WBT

2. Job Specific Technical Training

Hands-on, video, WBT

3. Compliance Refresher Training

- Annual Safety and Ethics
- Compliance/ SOPs WBT
- 4. Management Training
- 5. Customer Service Training
- 6. Sales Training



Tracking of all Training in LMS



- **1. Online courses,** including SOPs, are tracked automatically in LMS as completed
- 2. Classroom & webinar training sessions tracked in LMS as "ILT" session.
- **3.** Ad-Hoc Assignments tracked in LMS as an Assignment. Completion approval may be needed.
- 4. Hands-On training tracked on checklists & worksheets by signature and date.
- 5. Checklists & Worksheets e-filed in LMS User Performance Notes.
- 6. Training Completion Reports can be run by Corporate, Local Administrator or Supervisor



Admin Control Panel/ Report Builder

http://pace.learn.com/?sessionid=3-I	DD170C16-AEAE-4D25-9D90-FED81281BEB0 - Corporate LearnCenter - Windows Internet Explorer	
Taleo 🔆	Corporate LearnCenter	0
← Market Learning	The LearnCenter Report 🙀 Back to All Reports 📊 Buil	d Report
Balanced Scorecards Certificates	People Items Filters Output Instructions * Indicates Required	Field
Certification Tracks Competencies Credits Electronic Signatures Form Templates	Select the options you want to report on below and click Build Report. You can use the add/remove buttons to add or remove items from the report, and you can use the up/down arrows to order how the information will appear. Required fields are denoted by a *.	ers
Forms Goals Job Profiles Learning Plan Settings Learning Plans Skills	Add >>	
▼ Appearance	<< Delete	
Edit Header Fonts and Colors Images		
▼ Assessments/Surveys	Select Status	
Answers	Select all Users Statuses 🔲 Approved 🗖 Denied 🦳 Pending 🗌 Removed	
Assessments/Surveys Importer Instances Prescriptive Pre-Tests Questions Scores Surveys	Groups * Add Groups * Add >>	ups
▼ Assignments	<< Delete	
Assign To Users Assignments Grade/Return Submitted		
Categories	Select all groups and statuses Select all Groups	
Categories	Select Status	
Communications	Select all Users Statuses 🔽 Approved 🗌 Denied 🔲 Pending 🔲 Removed	

Generic High Level Report Format





Supervisor Control Panel

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Users Administration Rep	orts		
Instructions			
The following users are supervise shown to the right of the respective	ed under your account. Select an item from the drop-down list to see details e user.	s about the user account/information. Additional management options a	ire
Filters Now Showing A	All Users		
Show names sta	rting with [Show All] [0-9] A B C D E F G H I J K L M N O P Q R S T U V	W X Y Z	
Search for a u	Find Users		
			_
Users You Supervise			
Username	Last Name, First Name	Act	tions
2 available, showing 1 - 2			
ASANDRI	Sandri, Angela	View User's Learning Plans	
BWARDEN	Warden, Bruce		1
		View User's Gradebook View User's Started Courses	
		View User's Completed Courses	
		View User's Skills View User's Certification Profiles	
		View User's Forms	
		View User's Credits	
		View User's Balanced Scorecard	
		View User's Balanced Scorecard View User's Notes Show All User Items	
		View User's Notes Show All User Items View Chat Rooms the user is a member of	
		View User's Notes Show All User Items View Chat Rooms the user is a member of View Forums the user has posted to	
		View User's Notes Show All User Items View Chat Rooms the user is a member of View Forums the user has posted to View / Print Completion Certificates	
		View User's Notes Show All User Items View Chat Rooms the user is a member of View Forums the user has posted to View / Print Completion Certificates Manage User's Assignments View User's Assignments	
		View User's Notes Show All User Items View Chat Rooms the user is a member of View Forums the user has posted to View / Print Completion Certificates Manage User's Assignments View User's Assignments View User's Enrollments	
		View User's Notes Show All User Items View Chat Rooms the user is a member of View Forums the user has posted to View / Print Completion Certificates Manage User's Assignments View User's Assignments	
		View User's Notes Show All User Items View Chat Rooms the user is a member of View Forums the user has posted to View / Print Completion Certificates Manage User's Assignments View User's Assignments View User's Learning Plans	

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Informal Learning is facilitated

1. Learning Resources

- Location specific SOP libraries
- Reference documents and videos
- Online enrichment courses

2. Pace Best practice sharing platforms3. Group forums

What we have now



- Standardized training process across entire company while maintaining location specific training needs.
- 2. Standardized tracking and reporting for training activities across the company.
- 3. Accessible, central repository for company-wide and local documents and learning resources
- 4. Platform to share knowledge between labs through forums.

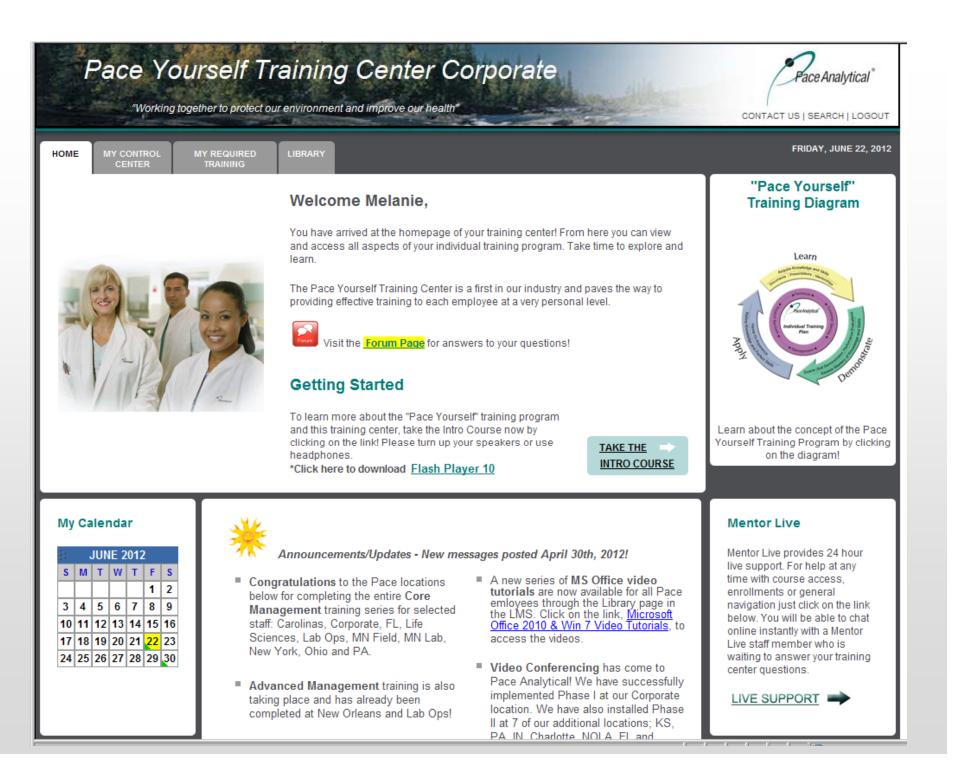
Pace Yourself Training Center



Let's take a tour of our current platform

- User Interface
- Various Resources

Please Login	
Username: mmetz	
Password:	
Enter	
Forgot password?	



"Working together to protect our environment and improve our health"		
	TUESDAY, JUNE 26, 2012	

My Required Training

This page contains required training material associated with your specific job title. Each development plan you see below defines a group of training content necessary for you to effectively complete your tasks. Categories of training within the development plans include Orientation, Core, Functional and Procedural all tailored to your specific job. You can access training materials from this page by clicking on the link. Anything you access and complete from this page will be tracked in your training records.

Any assignments that are part of your development plan(s) will appear in the development plan and in the "my assignments" area at the bottom of the page. Any assignments that are assigned to you outside your development plan(s) will also appear on this page in the "my assignments" area. In addition, enrollments for Instructor Led Training (ILT) classes that you must attend will be listed on this page in the enrollments section with the date(s) and time(s) of the session(s) being offered.

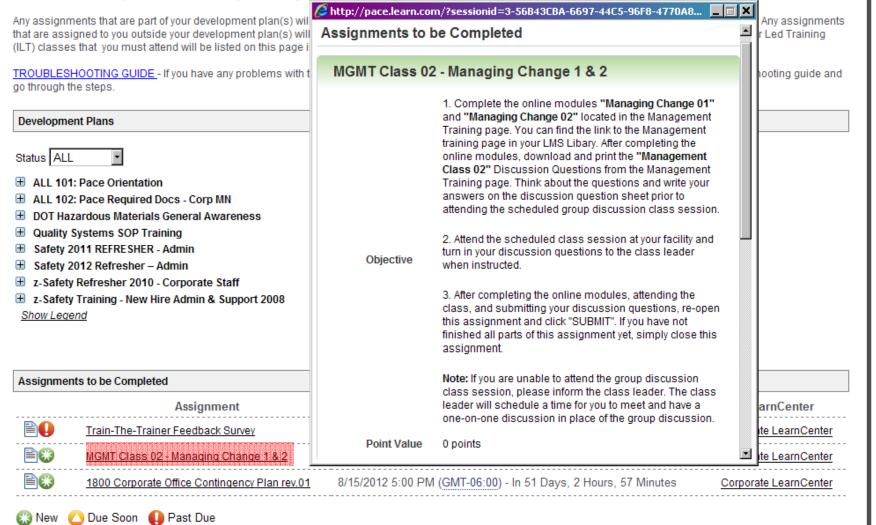
TROUBLESHOOTING GUIDE - If you have any problems with the courses not playing, freezing up or not working properly please dowload this LMS troubleshooting guide and go through the steps.

Development Plans								
Status ALL								
ALL 101: Pace Orientation	Due DateNA	Overall Status:	Complete	d	Completed	Date:	9/28/200	9
ALL 102: Pace Required Docs - Corp MN	Due Date4/3/2012	Overall Status:	Incomple	te	Completed	I Date:	NA	
DOT Hazardous Materials General Awareness	Due DateNA	Overall Status:	Complete	d	Completed	I Date:	5/5/2011	
Quality Systems SOP Training	Due Date9/28/2012	Overall Status:	Incomple	te	Completed	I Date:	NA	
Title	×		Туре	Due Date	Status	Comp	leted On	Order
SEA SOP: S-ALL-Q-001-Rev.07 Prepara	ation of Standard Operating Pro	ocedures 🗉 🗎	Course	9/28/2012	Incomplete	NA		1
SEA SOP: S-ALL-Q-011-Rev.01 Audits	and Inspections 🗉 🖹		Course	9/28/2012	Incomplete	NA		2
SEA S-ALL-Q-014-Rev.01 Quality Syste	<u>m Review</u> 📃 🗎		Course	9/28/2012	Incomplete	NA		3
Safety 2011 REFRE SHER - Admin	Due Date12/31/2011	Overall Status:	Complete	d	Completed	Date:	4/20/201	2
Safety 2012 Refresher – Admin	Due DateNA	Overall Status:	Complete	d	Completed	I Date:	5/11/201	2
	Due Date12/31/2010	Overall Status:	Complete	d	Completed	I Date:	10/25/20	10
	Due DateNA	Overall Status:	Complete	d	Completed	l Date:	9/29/200	9

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COO - Khttp://pace.learn.com/learn6.asp?sessionid=3-0	F6CFF87-6561-4399-B8A1-3263257C3071&courseid=1: 💌 😣 🐓 🗙 🎦 Google	P -
File Edit View Favorites Tools Help		
× Google	▼ Search ▼ - Ger More ≫	Sign In 🔌 🕶
🖕 Favorites 🛛 🚔 🏉 Suggested Sites 👻 😇 photos 🙋 Tellu	de Association of Real 👑 YouTube - Kate Wolf - Medi 📑 Welcome to Facebook! Fac 혴 WXTAP 🙋 HRRR M	Nodel Fields
🔆 Learn.com - SEA S-ALL-Q-014-Rev.01 Quality System	🦄 👻 🗔 👻 🖃 🖶 Page 🕶 Safety 👻 Tools	• @• »
SEA S-ALL-Q-014-Rev.01 Quality System Review		
Please Follow these Instru	ctions to Complete the Course:	
1. Click on the link listed in the	e green highlighted cell below to open the document in a separate browser window.	
2. Read through the document	t in the separate window.	
3. When you are finished rea	ling the document, close the browser window with the document.	
 Click on the green "Next" called an "assessment" in th 	arrow on the top or bottom of this screen to complete the the SOP Acknowledgement, which is LMS.	
	o "click here" to take the assessment. Click on that link for the acknowledgement. edgement as instructed and then click on "Next"	
5. After completing the Ackn	wledgement and clicking "Next", click on "Exit" to return to your training center courses page.	
SOP LINK: S-ALL-Q-0	4 Quality System Review	
a]		Þ
SEA S-ALL-Q-014-Rev.01 Quality System Review		
Done	🛛 📄 👘 Internet 🖓 🕶 🖻	100% + //

My Required Training

This page contains required training material associated with your specific job title. Each development plan you see below defines a group of training content necessary for you to effectively complete your tasks. Categories of training within the development plans include Orientation, Core, Functional and Procedural all tailored to your specific job. You can access training materials from this page by clicking on the link. Anything you access and complete from this page will be tracked in your training records.



E-Filing of Document in LMS



e	Use	r Perf	orr	nance Notes - MMETZ - Window	s Internet Explorer		
U	se	er Pe	erf	ormance Notes - MMI	ETZ		create Note
Fi	lters	5					
				Status: Active 💌	🥝 - Indicates	inactive notes	
					🗸 - Indicates	active notes	10
No	otes	s: MMB	ΞTΖ				
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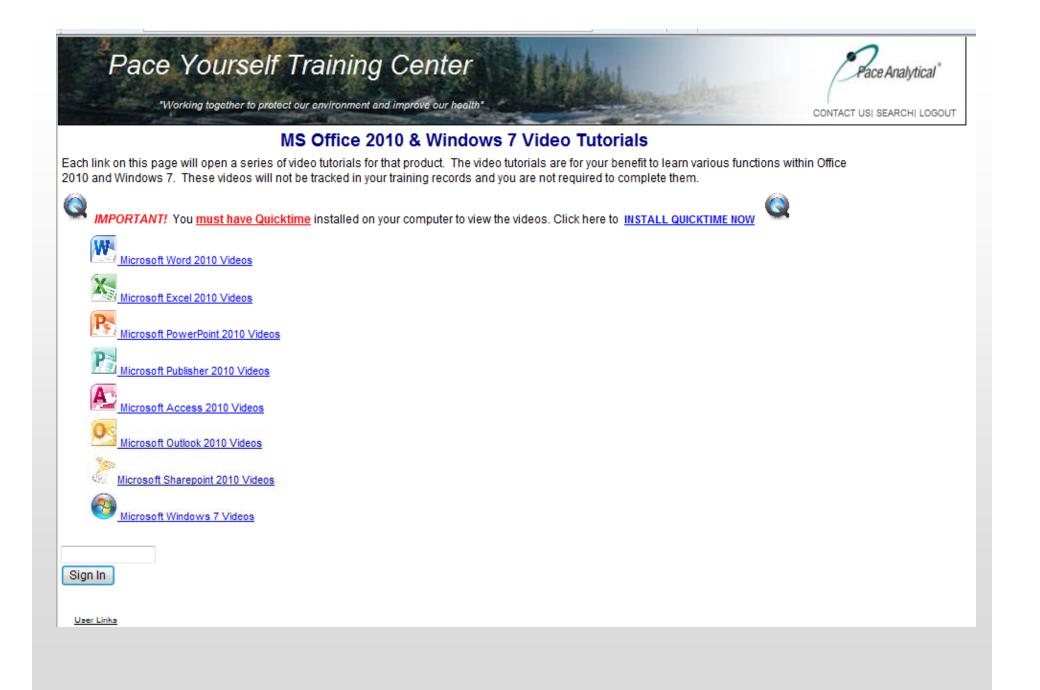
Library

Below are links and lists of training materials that are available electronically in the Training Center for you to access. If there is content listed without a link that you would like to access and have tracked in your training records, please contact your Quality Manager or Supervisor with a request to access that material or course. Any web based courses that are linked, and you are able to access from this page, will be tracked in your training records.

* If you have any good resources you would like made available in the Training Center and added to this page please send them to the Corporate Training Administrators at: learncenter@pacelabs.com.

- * The free Online Courses are available for you to take at any time. Take as many as you would like and expand your knowledge!
- * More resources will be added to this page soon! Please check back often for updates.

SOPs, Best Practices & Content	Training Courses, Videos & Docs	Technical Resources & References	Pace Documents
SOPs and Doc Distribution	Documents for Training	EPIC Pro Training Page	Safety Topics, Form & Documents
Minnesota/Montana SOP Library	New Hire Checklists & Documents	Cisco Phone System Documents	Training Newsletters
Minnesota/Montana Form Library	GC/MS Course User Guide	GroupWise Training	Pace Company Manual & Policies
Corp Document Distribution- QA	IDOC/ CDOC Instruction Sheet	Pace Port Documents	Pace Chairman's Award Page - Win a
Access	Customer Service Key Points	Technical Lab Resources	<u>Trip to Hawaii!</u>
Department Pages	Online Courses (Free)	Issue Trak Documents	Chairmans Award Form Submission
New Employee Page	Microsoft Office 2010 & Windows 7 Video	SalesForce Documents	HR Forms
VOA Department Page	Tutorials	Train-The-Trainer Documents	Senior Management Training Survey
SVOA Department Page	Management Training Series		
O-Prep Department Page	Communication Style Quiz		
Wet Chem Department Page	Videos		
Metals Department Page	Pace New Hire Training Process		
QA Department Page	Welcome To Pace Video		
ABM Department Page	*This "Welcome to Pace" video is not tracked in the LMS. It is just for review. New Hires must		
Client Services Department Page	complete the course from their Required		
Safety Department Page	Training page.		
Training Department Page	Supervisor Control Panel Video Tutorial Supervisor Control Panel Guide - PDF		
IT Department Page	Document		
Air Group Page			
Best Practices	AIR Grab Sampling Tutorial		
Chairman's Award Winning Ideas and	AIR Time Weighted Sampling Tutorial		
Forms for you to apply!	Manual Integration Tutorial		
LMS Admin Best Practices - Access	MintMiner Demonstration		



Pace Yourself Training Center

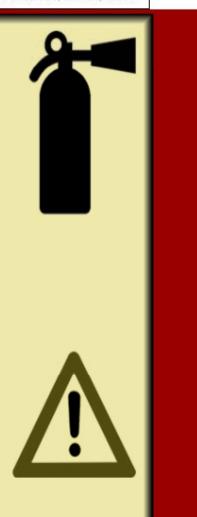
"Working together to protect our environment and improve our health"

CONTACT US| SEARCH| LOGOUT

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Safety Documents
Blank OSHA 300A Form
Ergonomic Assessment Document
FALL S021 and FALL S022 - Satellite Container and Accumulation Room Inspection Forms
FALLHR183 - Prescription Safety EyeWear Policy
Green Statement
Hazard Assessment Form
Health and Safety Inspection Checklist
Health and Safety Orientation Form
Hood Velocity Monitoring Form
Incident Report Forms
List of Hazardous Chemicals
Monthly Inspection Checklist
MSDS Exercise
NIOSH Pocket Guide
Safety Officer Reference Guide
Safety Shower Standard ANSI
Spill Reponse Guide

Safety Department





Pace Training Team



Resources

Enter Training Team Forum Here

Best Practices

Training Materials New Hire Documents 30 Day Training Review Forms 90 Day Training Review Forms Manangement Training Leaders Guide Management Training Binder Management Training Discussion Questions Advanced Management Program Instructions

Documents Training Program Summary Training Responsibility Matrix

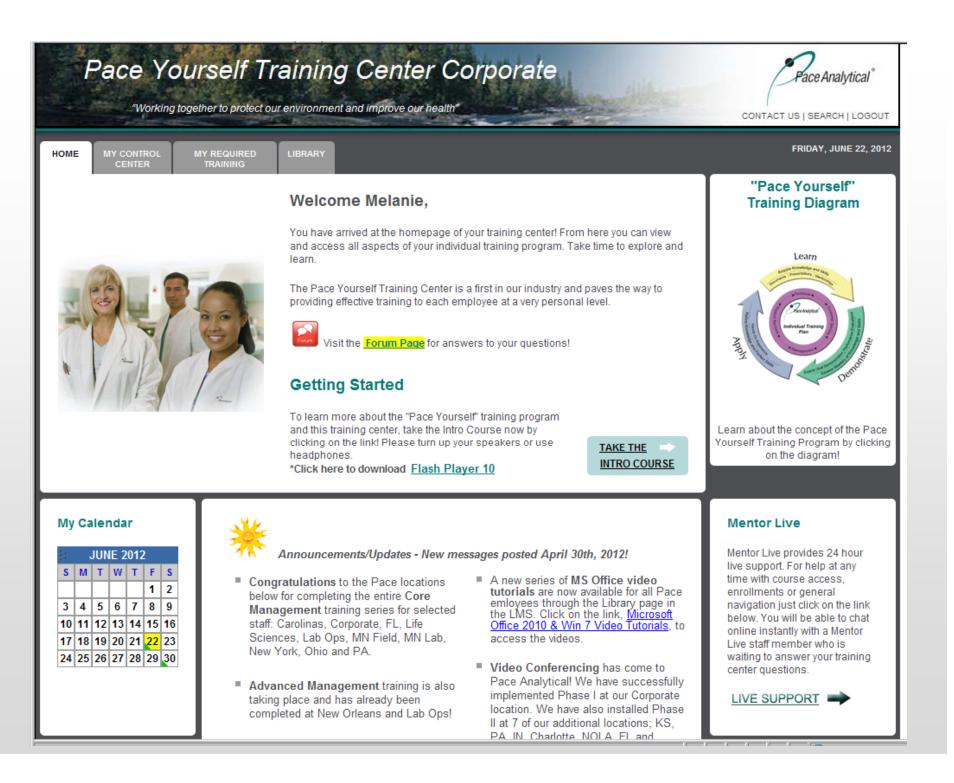
New Hire Training Process

New Hire Training Flow Chart

Training Binder Cover PDF

Management Training Program

Customer Service Training Progam SALLQ020 - Orientation and Training Procedures FALLT057 - LMS IT Troubleshooting Guide



	your LMS questions and ask us new questions! a new thread, click on the 🖶 icon in the forum below. To reply to a thread, click on the 🄊 icon in the forum thread.	
	> Balance Use online course not going to complete	
LMS Trouble	shooting Forum 🖂 Email 🔅 Do Not Notify 🚔 Print	
5 records available, s	owing 1-5	
6	Balance Use online course not going to complete posted on 6/7/2010 2:42 PM (GMT-06:00)	
	A user in GreenBay has the taken the Balance Use & Maintenance course 3 times and it won't go to complete. Why?	
MMETZ 🖂		
Posts: 21		
	RE: Balance Use online course not going to complete posted on 6/7/2010 2:53 PM (GMT-06:00)	
	We will test this course and attempt to fix it. It sounds like the course is not properly communicating with the LMS and is therefore not tracking properly. We will post an update on the test results when we have determined if it is indeed a course issue.	
MMETZ 🖂	In the meantime, the status of the course for that user can be updated to "completed" by the Training Administrator. To update the status to	
Posts: 21	complete, please do the following:	
	1. In the Control Panel, select "Completion Status" under the Users section	
	2. In the new window, Select the course where prompted	
	3. Select the user or users	
	4. Click the pencil icon to edit the status	
	5. Update the "Date Completed", Percent Completed (to 100), Score (to quiz score or 100), and the Status from the drop down menu (to Completed)	

Current Status of Pace Yourself



- Over 1400 employees in our program
- 18 separate learncenters are managed
- Over 40,000 training events deployed and documented last year
- Pace continues to invest heavily in training
 - Interactive Video Conferencing, Training, and "at instrument demonstrations" capability has been added

Pace Corporate Training Center



Technical Training Classes

Management Training Classes







Any Questions?

