

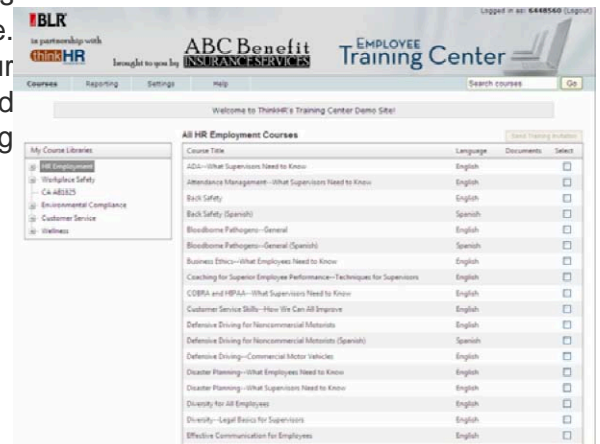
ThinkHRLearn

OVERVIEW

ThinkHRLearn is a web-based training platform that delivers professionally developed training courses for your workforce. You can now provide high-quality, compliant training for your employees without hiring expensive consultants or trainers, and without spending all of their time preparing and delivering training.

Features of ThinkHRLearn Include:

- Unlimited Training
- Web-Based
- Professionally Developed -Automatically Updated
- Learner Self-Registration
- Certificates of Completion



Six Training Libraries, Hundreds of Courses

Over 150 courses are offered in six main subject areas:

- HR-Employment
- Workplace Safety
- Environmental Compliance
- Customer Service
- California Sexual Harassment Prevention and Response, a legally certified online course that meets all the requirements of AB1825
- Wellness

We can provide you training activity reports through the Learning Management System (LMS) which contains data and reporting.

*The LMS is a legal requirement of California's AB1825 Sexual Harassment supervisor training.

When an employee takes a test s/he will be asked to register, which will require name, title, and company and e-mail address. This information is maintained in the LMS. Employees who have Passed their quiz will have a hyperlink on their status. This link, when selected, will generate a certificate of completion for the employee. Employees will also have the opportunity to generate the certificate immediately upon passing the quiz.

AB1825 Questions

By law any questions an employee asks during the CA AB1825 Sexual Harassment and Prevention Training must be kept on record. This tab will maintain all questions and answers that are submitted pertaining to this specific training course.

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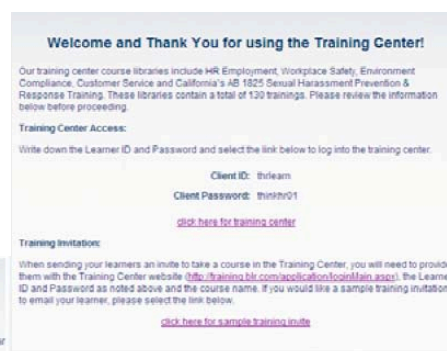
CLIENT ACCESS

You will log into the HR Reference Center and select the ThinkHRLearn link at the far right of the page. Once the link is selected, a Welcome pop out message will display your ID/Password, a link to enter the Training Center and a link to a Sample Training Invitation.

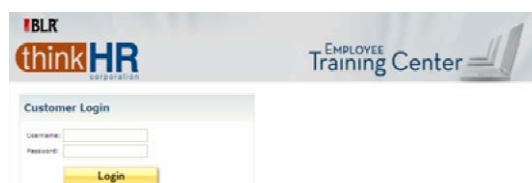
You can copy/paste the sample training invitation into your outlook email to send your employee's a training invitation.

This training invitation may be customized by you as long as the website address, user id and password are not changed.

Training Center Invitation



The use of the sample invitation is strongly recommended.



LEARNER/EMPLOYEE ACCESS

As noted above, the use of the Sample Training Invitation is strongly recommended so that the employee will receive the necessary information to access the training.

Once the email is received, the employee will follow the website link and enter the User ID and Password provided to access ThinkHRLearn. Once the employee has logged in, s/he will be able to choose the proper course from "My Course Libraries". Once the course has been selected, s/he will be required to register before beginning the training.

PAUSING/EXITING TRAINING

General Courses – These courses are typically 20-30 minutes in duration. The employee may pause the training at any time or go backwards or forwards by use of the Table of Contents. There is no cap on the amount of time one can spend on the course however if the employee exits mid training, the system will not keep record of where the employee stopped. This becomes an Incomplete. The employee must re-enter and re-register for the training and remember where they left off if they wish to pick up again at that same place.

CA AB1825; Sexual Harassment Prevention – By law this training must be a recorded 2 hours. Due to the length of the course and the legal requirements, the system will allow employees to stop mid-session and log back in at a later time to complete the training. Upon registering the employee will receive an email with a unique PIN to re-enter where s/he left off. Just as with the other courses the employee may pause the training at any time; backward and forward capability is available but limited.

COMPLETING THE TRAINING

Once an employee has completed a training session and passed the associated quiz, s/he will have the option to generate a certificate of completion. This certificate can then be emailed to the supervisor or HR manager and can also be printed to keep on record. After the quiz results show a passing score, click on “Generate Certificate” at the top right of the screen. **A link for the Certificate of Completion will also be e-mailed to the address provided upon registration.