STRANIX | SumTotal.

The 10 Key Steps in Developing an Enterprise-Wide ComplianceTraining Strategy

Companies spend millions each year conducting mandatory training. Whether triggered by an audit, the risk of non-compliance, bad PR, or internal training requirements, achieving compliance can be difficult and costly. Enforcing compliance often meets with resistance. Many organizations waste millions of dollars keeping up with training requirements and reporting training data. Even with all of the effort, manual processes typically have gaps and increase an organization's risk of non-compliance. Furthermore, organizations often uncover redundant processes that manage separate compliance needs. These could be leveraged with better planning.

So how can your organization reduce the costs and compliance risks of mandatory training? Here are 10 steps for developing an enterprise-wide compliance training strategy.

The 10 key steps in developing an enterprise-wide compliance training strategy:

1. **Perform an enterprise-wide assessment of regulatory bodies that affect your organization. Identify the training & competency requirements for these organizations.**
   Mandatory training requirements show up in many different areas of your organization and managing this compliance is often done at the departmental level. Form a taskforce to find out who is carrying out redundant processes and activities. Human Resources, Legal, and Chief Compliance Officers are often good sources to start this discovery process.

2. **Identify training for internal Standard Operating Procedures (SOPs).**
   Internal training requirements may be different from those that that meet government compliance But from a training administration perspective, they can be similar. Both processes require training assignment, notification, qualification, audit readiness, and reporting. Bring these processes into a centralized system of record to save time and money.

3. **Conduct process-flows.**
   Mapping out the various processes and training requirements across the organization will have 3 major benefits. First, you highlight areas of redundancy and leverage opportunities. Second, you highlight manual steps in each process (for example, email notifications or course assignments). Finally, the process flows reveal weaknesses in your compliance management and show areas of risk.

4. **Calculate the financial impact of compliance training.**
   Once you've mapped out processes, highlighted redundancies, and showed inefficiencies, you can calculate how much time and money is spent managing training compliance and reporting. With this information, you'll be able to present a case for centralizing these functions. Using a single learning management system, a platform used to plan, implement, and assess learning activities, will streamline processes, automate administration tasks, and reduce non-compliance risk.

5. **Obtain buy-in from management.**
   Buy-in from management is crucial to organizing an enterprise-wide initiative. Training organizations aren't always top of mind for CEOs. Compliance

training, however, will strike a chord with executives. First, show how this initiative will cut the overall cost of compliance related activities. Second, emphasize the risk of non-compliance in your organization. Fines are often severe, and it could tarnish an organization's image. Finally, justify the business benefits to the training. Uncover areas where mandatory training provides tangible workforce performance improvements.

6. **Determine requirements from process owners and regulatory bodies up front.**
A lot of the effort around compliance is simply accounting for training and reporting it in a presentable form. Save yourself time and effort by defining requirements in advance and sticking to these requirements throughout the process.

7. **Implement processes and systems that bend, not break.**
Regulatory requirements change. New laws get passed. Companies merge. And standard operating procedures get reorganized. Nothing can be more frustrating than investing in an enterprise-wide strategy that is out of date before it is even implemented. Make sure that your processes and systems are flexible enough to handle these types of changes.

8. **Ensure reporting flexibility.**
While it is important to map-out reporting requirements from the e start, ad hoc reports, and exceptions will arise. Ensure that your process and learning management systems allow training compliance managers easy access to these data and the ability to drill-down into areas of interest

9. **Consider blended-learning strategies for your compliance training.**
Computer-based training tracked and managed with the help of learning management systems, can drastically cut your compliance training costs. eLearning can meet the needs of numerous regulatory bodies (e.g., OSHA compliance, workplace conduct courses). Blended-learning is often the most reasonable approach. Instructor-led or onthe- job training is often more appropriate for some areas such as machine training. In many industries, you will want multiple options to complete the same requirement. This will balance time constraints with individual learning preferences.

10. **Monitor your processes, make enhancements.**
Compliance training requirements from both regulatory agencies and internal SOP s change. Ensure that your training management administrators are linked-in to the business units and compliance liaisons, so they can keep up with necessary changes and continuously improve upon the training that's delivered. Most companies don't have a choice when it comes to delivering mandatory training; so delivering it as cost effectively as possible should be a priority. This allows you to focus on your core business.

For more information

To learn more about Stranix please visit:
www.stranix.com, or contact Stranix Sales at
Telephone: 214 432 8261

E-mail: sales@stranix.com

STRANIX