



# Eliminating the HR headache

How automated booking systems are streamlining training delivery and empowering teams

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# 1. Introduction

Developing and delivering training programmes are a central part of an HR Manager's role and their Learning and Development team, if they have one. While it can be rewarding to identify then shrink organisational competency gaps, managers and their teams coordinating all the moving parts to deliver training can be time consuming.

While investing in a learning management system works for some companies, others find that it doesn't solve the challenge of coordinating trainers, room availability and managing attendees and need something that will help save them time and is more aligned with their needs.

This e-guide explores how HR teams are turning to digital platforms that are specifically designed to support HR teams to boost organisational performance. These easy-to-implement solutions provide a flexible and affordable way for teams to manage all aspects of delivering training.



## 2. Delivering training doesn't need to be tiresome

"It's great to have the flexibility to run in person and virtual training courses but the increased workload has impacted the team."

HR Manager  
energy services company

The pandemic saw the adoption of digital training accelerate as organisations sought to continue to deliver skills development remotely. Now, with employees increasingly taking a hybrid approach to work, the delivery of training must follow suit.

For HR teams, this adds yet another dimension to an already time consuming task. Coordinating trainer and room availability with operational activity while trying to motivate employees to participate and offer both in person and virtual options.

Despite the acceleration of digitalisation, much of this coordination is manual and siloed. Employee attendance and trainer coordination are achieved through a back and forth of emails with details kept in spreadsheets (at best). Course booking is usually done by sending a booking link with responses again being collated on a spreadsheet. Every minor change requires a member of the team to spend time updating the different spreadsheets and relaying information to the relevant people.

- Time-consuming
- Disconnected information
- Lack of oversight
- Minimal engagement
- Difficult to measure

**There is a better way...**

# 3. Automated booking systems at their best

Our Learning Toolkit is specifically designed to support HR teams to deliver a connected approach to training. It automates many tasks involved in the organisation of sessions - freeing up HR teams from the admin burden, and allowing them to focus on the strategic aims of their learning and development programme.

## Empower employees and save time

Employees are encouraged to self manage their bookings. Bookings are automatically added to both employee and manager calendars, with notifications and customisable reminders built in. Optional Sign in registers streamline attendance reporting and monitoring.

Manage overbooked sessions with waiting lists that automate the process of last minute cancellations and attendee management, enabling you to take full advantage of training resources. Highly customisable booking processes allow you to achieve the perfect sign-up work flow that works for your business.



**Available Sessions**

Course Dates

Event status	Booked	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	0 / 10	3 April 2023, 9:00 AM - 4:00 PM Timezone: Europe/London	34 Albany Place	Donna McWilliams	<a href="#">Go to event</a>
Upcoming Booking open	0 / 10	4 April 2023, 9:00 AM - 4:00 PM Timezone: Europe/London	34 Albany Place	Donna McWilliams	<a href="#">Go to event</a>
Upcoming Booking open	0 / 10	5 April 2023, 9:00 AM - 4:00 PM Timezone: Europe/London	34 Albany Place	Austin McKenzie	<a href="#">Go to event</a>
Upcoming Booking open	0 / 10	6 April 2023, 9:00 AM - 4:00 PM Timezone: Europe/London	34 Albany Place	Beth Milne	<a href="#">Go to event</a>

View all events

[Declare interest](#)

# For HR teams

An automated booking system tracks and coordinates all aspects, including room and trainer availability within a highly visual dashboard. HR teams can quickly identify the best options reducing all the toing and froing between different parties.

Employees are encouraged to self manage their bookings. Bookings are automatically added to both employee and manager calendars, with notifications and customisable reminders built in. Optional Sign in registers streamline attendance reporting and monitoring.

Today's platforms are Learning Management System (LMS) and competency management system agnostic and should easily plug in to existing software so that all data is shared seamlessly between the two systems.



## Five reasons for automated bookings

1. Reduce time spent managing event bookings with an efficient and powerful scheduling tool
2. Improve efficiencies with self service or approval based course booking
3. Consolidate your tasks with resource and room management tools
4. Automate your processes with customisable reminders, alerts and calendar attachments
5. Simplify attendance tracking with an intuitive tracker and customisable sign in registers

# For the employee

## Five ways employees are empowered

1. Automated, self service platform puts learners in control of their development
2. Individuals can view all relevant training courses and no longer need managers to suggest sessions
3. An easy to use portal enables learners to directly book, manage, and request places on courses
4. Automated calendar invitations, notifications, and customised reminders increase attendance rates
5. A digital register logs all attended courses

A user friendly, self service booking system allows learners to choose which course is right for them and directly manage their booking. Employees can book directly on the platform by following a link from an email or their intranet so that all data is in a single hub.

Every booked session is automatically saved to each learner's, and their manager's, calendar.

Learners can declare interest in attending a session where there are no current sessions available or a known date for the event, enabling learning and development teams to accurately assess the demand for proposed training events.



# 4. How it works

Upload trainer, employee, and facility information.

1

Easily configure the system to meet your needs.

2

3

Go live! Employees can easily book courses and HR teams can easily be identify dates/times that work.

4

5

6

Identify what you need to achieve with a booking system.

Track all bookings, attendees, and trainer availability.

Choose a flexible, cost effective SaaS (Software as a service) solution designed for HR/learning and development.



# Our booking system in numbers

Since implementing Electra Learning's booking system, one client alone has achieved:

**1171**

Seminar sessions managed  
with booking system

**178**

Courses rolled out

**7143**

Active users

**3136**

Number of users  
attending sessions

**“When we first approached Electra we had no company Learning Management System in place – we had looked at various other companies offerings but had found that nothing compared to the functionality and value that Electra could offer.**

**Electra were able to use their technical expertise to provide company specific eLearning modules that were tailored to our needs. This, along with the Learning Toolkit, has changed the way we work for the better; with significant improvements to our operational efficiency, standardising process, reporting and time keeping. We absolutely could not have achieved this without Electra’s great support!”**

Maggie Braid  
Manager – L&D and Competence Assurance  
Harbour Energy

# 5. Is an automated booking system right for us?

If your company delivers training throughout the year, whether virtually or in person, then an automated booking system is likely to save you time, reduce costs when compared to a bespoke LMS, and help you better engage with learners.

Originally designed for larger energy companies, flexible, digital booking systems such as Electra Learning's Learning Toolkit Solution can be tailored to meet the needs of smaller organisations too.

Regardless of industry or company size, automated booking systems will reduce the time required to coordinate training and manage bookings.

Reduce time spent managing event bookings with an efficient and powerful scheduling tool

The screenshot displays the 'EVENTS VIEW' section of the booking system. It features a search bar with the following filters:

- Seminar Name:** contains [input field]
- Course (multi-item):** is any value [dropdown] Choose Courses [button]
- Booking Status:** is any value [dropdown] Booking open [dropdown]

Buttons for 'Search' and 'Clear' are located below the filters. A 'Show/Hide Columns' button is also present. Below the filters is a table with the following data:

Seminar Name	Course Name	Event Maximum Bookings	Overbooking allowed	Number of Attendees (linked to attendee page)	Booking Status
Course Dates	Learning Toolkit - Course Bookings	10	No	0	N/A
Course Dates	Learning Toolkit - Course Bookings	10	No	0	N/A
Course Dates	Learning Toolkit - Course Bookings	10	No	0	N/A
Course Dates	Learning Toolkit - Course Bookings	10	No	0	N/A
Course Dates	Learning Toolkit - Course Bookings	10	No	0	Booking open
Course Dates	Learning Toolkit - Course Bookings	10	No	0	Booking open

# 6. Tailored toolkits to meet your needs

The automated booking system sits at the core of Electra Learning's smart learning toolkit which features a suite of other functionality to deliver training that is aligned with learners' roles, training needs and objectives.

Teams get a rich learning solution that can be implemented quickly and at a fraction of the investment required for equivalent proprietary solutions. The toolkit is designed to automate complex processes and get results.

## Additional tools



# Audience Management



Effective learner management and administration can be a significant time and resource investment for an organisation committed to staff development.

Audience management enables you to balance the quick and efficient administration of learners with personalisation of an individual's learning and development requirements.

- Reduce administration tasks with audience controlled learning assignment
- Personalise the learning experience with audience based visibility of learning
- Improve efficiencies with rule based allocation of audience membership
- Adapt the user experience with custom dashboards for each audience

Audience Name ▲	Id	No. of Members	Type	Start date	End date	Status	Category
Hampton: GDPR	Hampton: GDPR	16	Set			Active	System
Cyber Security Temp Access	Cyber Security Temp Access	1	Set			Active	System
Default Brand	Default Brand	1	Set			Active	System
Electra All Staff	Electra All Staff	85	Dynamic			Active	System
electra Brand	electra Brand	8	Set			Active	System
Electra Canada Staff	Electra Canada Staff	20	Dynamic			Active	System
Electra UK Staff	Electra UK Staff	17	Dynamic			Active	System

Audiences empower administrators to create groups of users via individual selection or by dynamic creation and update, based on users matching certain criteria such as profile information, job role, organisation, previously completed learning or last access date.

# Recertification



You may require Learners to re-complete a certification after a certain time period. You can configure this using recertification settings. When a learner completes a certification path, a new expiry date is calculated based on the recertification date method and the active period. As a result, a new window open date, or recertification window, is calculated from that.

## Use certification completion dates:

When a learner completes one of the certification paths (original or recertification), the expiry date will be calculated based on the date that the completion occurred.

## Use certification expiry dates:

Calculate the new expiry date based on the previous one.

## Use fixed expiry date:

Calculate the new expiry date based on the previous one, even when expired.

User's Fullname	Certification Name	Status	Date due	Is certified	Is not certified	Has never certified
Stuart Elliot	BMS Awareness	Window opens 25 Feb 2024	25 Apr 2024 at 14:29	Yes	No	No
Stuart Elliot	P-Vision Level 1	Assigned		No	Yes	Yes
Stuart Elliot	IS_Acceptable Use Procedure	Window opens 11 Nov 2023	11 Jan 2024 at 12:21	Yes	No	No
Stuart Elliot	Well Annulus Management	Window opens 2 Apr 2024	2 Jul 2024 at 14:15	Yes	No	No
Stuart Elliot	IS Acceptable Use Pilot Feb 23	Overdue since 22 Feb 2023	22 Feb 2023 at 10:54	No	Yes	Yes

# Learning Plans



Employees are most likely the biggest cost and management challenge in your organisation, and it's critically important to align employee development with organisational strategies.

Learning Plans enable your employees to develop the specific competencies needed to improve performance in their present position or to prepare for new responsibilities. With quick and targeted access to relevant learning, employees can see their progress at a glance.

- Empower employees to manage their own learning and development
- Enable complete flexibility with custom work flows
- Encourage employee and manager collaboration
- Prove achievement with uploaded evidence of other learning

**Learning Plans**

Stuart Elliot's current and completed learning plans are shown below. You can create a new learning plan by clicking "Create a new learning plan" to the right of the screen.

Create new learning plan

Active Plans	Due date	Status	Actions
<b>Electra Personal Development Plan</b> Objectives (2)	31 Dec 2050	0%	★ ×
<b>BASe</b> Competencies (13) Link to full Competency can be found here: PACe_BASe Matrix.xlsx	31 Dec 2050	31%	★ ×
<b>PACe</b> Competencies (10) Link to full Competency can be found here: PACe_BASe Matrix.xlsx	31 Dec 2050	20%	★ ×

# Performance Management






Investing in your staff's ongoing development will not only foster a stronger, more engaged workforce, but will help your organisation remain a responsive and evolving force within your sector.

We provide the means to measure, monitor and encourage personal and professional development, and offer staff, managers and your HR team a comprehensive performance management tool.

- Combine HR and L&D with a single system for learning and performance
- Automate your performance appraisals with integrated review of learning items
- Improve completion rates with due dates and customisable, automated reminders
- Widen your view of performance with custom 360 feedback forms
- Drive team performance with personal development and company goal management

**Team Members: 3 records shown**

All members of your team are shown below.

Name ▲	Last Login	Courses Started	Courses Completed	Competencies Achieved
 <b>Matt Richardson</b> <small>Plans   Profile   Bookings   Records   Required   Evidence</small>	6 Apr 2023	10	5	1
 <b>Ron Gordon</b> <small>Plans   Profile   Bookings   Records   Required   Evidence</small>	10 Oct 2022	1	1	3
 <b>Stuart Elliot</b> <small>Plans   Profile   Bookings   Records   Required   Evidence</small>	30 Mar 2023	5	2	6



**“Electra didn’t try to sell us things we didn’t need, were well organised and they hit all deadlines. Electra was good at setting expectations and delivered results. I had a great deal of confidence in the team delivering what they said they would.”**

EnQuest

# 7. An affordable, flexible approach

In the current economic climate, companies are doing all they can to reduce overheads while continuing to optimize performance. An automated booking system frees HR teams from the time consuming admin associated with coordinating training while empowering learners to take control of their training. It is a flexible and cost effective alternative to a traditional LMS.

Discover how Electra Learning's Learning Composable Learning Toolkit can support your Learning and Development needs.

Get in touch with us today at [info@electralearning.com](mailto:info@electralearning.com)  
or read more here.



## About Electra Learning

Electra has been providing digital training solutions to clients for more than 25 years. Through its innovative approach, the company supports a wide range of clients to improve performance across people productivity, processes, and change.

It is a leading provider of digital learning solutions, Maximo training and implementation, and change management. It is an LPI accredited learning provider, SEQual registered, and Cyber Essentials certified.

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# Learning Toolkit