

# Training



## Documentation and retention of employee training

This easy-to-use application puts control in the hands of the safety manager—the ability to customize training materials.

This includes instructions for how specific training topics could be presented and link training programs to corporate policies, ensures employees are receiving training that is accurate, consistent, and in line with company safety objectives.

### How do we do it

#### Training Documentation System Features

This tool will enable the EHS compliance manager to implement, document, and track training activities within their organization. Large amounts of training data can be effortlessly organized into Adaptive Suite's Safety Management System, providing control, consistency, and continuity within the organization's training requirements.

- Access and update training materials from one web-based portal.
- Add classes and training material for easy access by employees.
- Input instructions for trainers, i.e., how training should be presented, training materials, etc.
- Select mandatory and suggested training positions for each class.
- Upload videos, photos, tests, and related supporting materials directly to each class.
- Link training programs to corporate policies; associate with a policy.
- Assign trainers for specific classes by operation/location.
- Track training compliance requirements by employee, location, operation, and facility type.
- Design and schedule training programs to match seasonal requirements and corporate goals using the training calendar feature.
- Subscribe to different report formats to track trends and monitor/document compliance.
- Track and generate reports by class, location, operation, employee, and more.
- Available in different languages

\*Option to use response cards or scanning technology available

#### Questions? Connect with us:

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