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RegLearn
BY  **HCLabs**

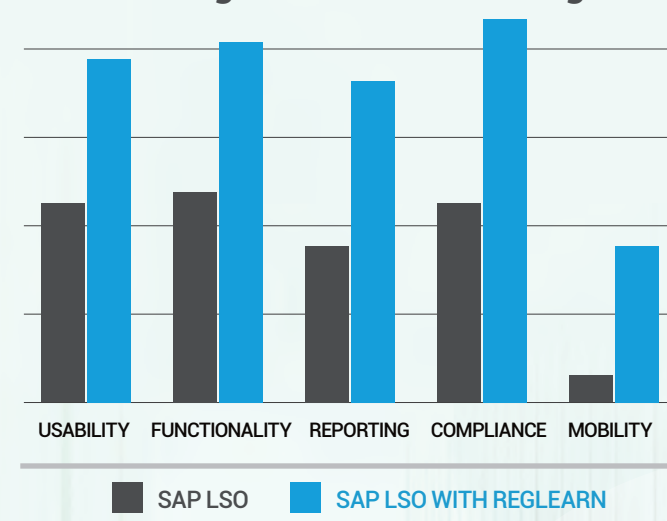




What is RegLearn?

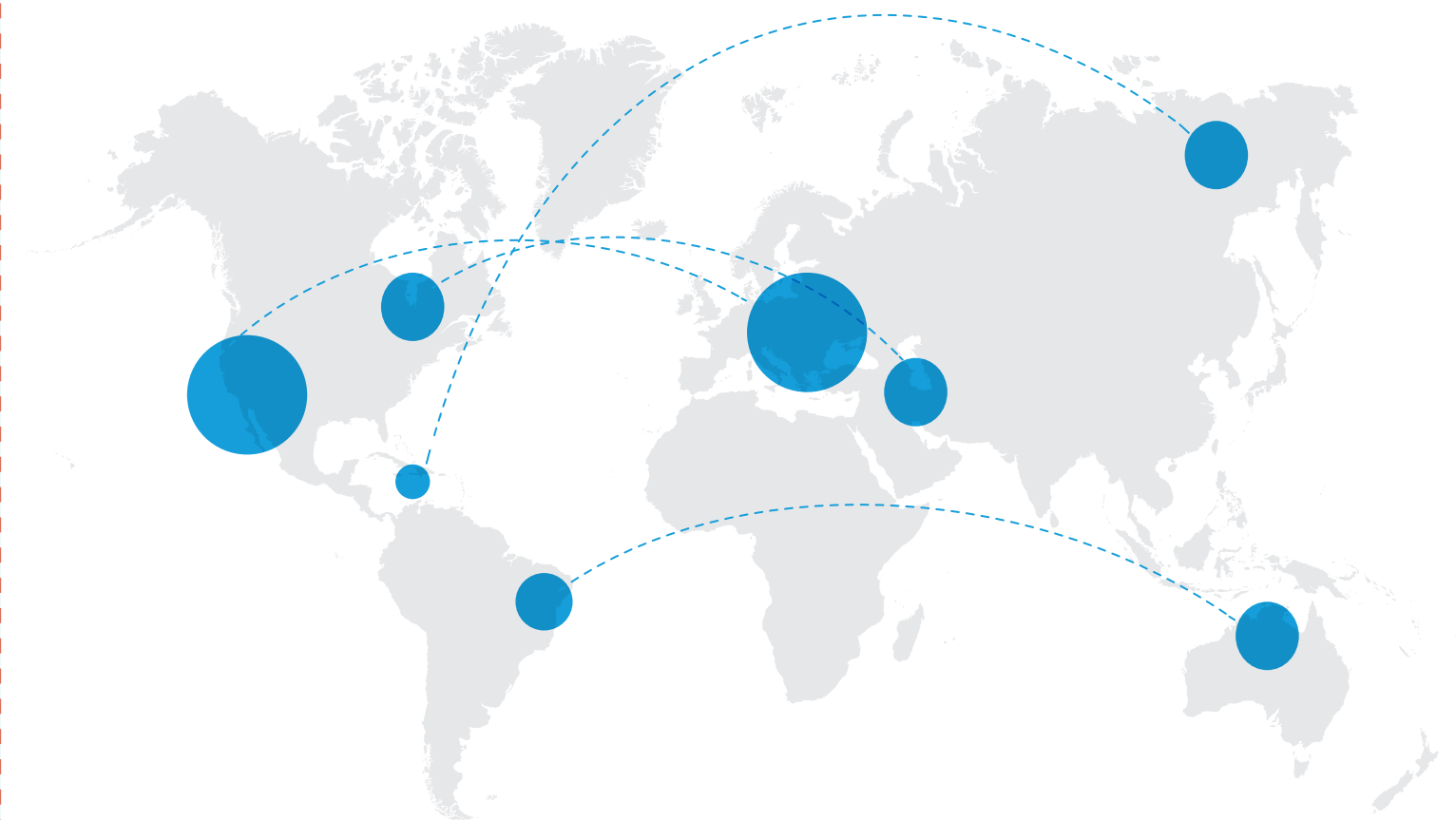
Improving usability, functionality & reporting in the SAP Learning Solution

SAP Learning Solution Alone vs. RegLearn



Source: Survey of RegLearn Clients

RegLearn is an SAP-certified add-on that greatly expands the functionality, improves the usability and extends the reporting capability of the SAP Learning Solution (LSO). It is a cost-effective answer for customers that have either implemented the SAP Learning Solution and still have functionality gaps, or are implementing the SAP Learning Solution and want to reduce the cost and time commitment of custom development typically required to enable the solution to meet their business needs.



Why We Created RegLearn

No one knows SAP's Learning Solution as well as HCLabs. In fact, our consultants have been directly involved with this solution since before its initial release in 2001. Members of our team worked with SAP Product Management to design this Learning Management System (LMS), and we assisted SAP clients with the first implementations of this solution. Since then, HCLabs has customized, enhanced and deployed this LMS for a large number of clients across every major industry.

“Combining RegLearn with the SAP Learning Solution provides our customers with a best-in-class LMS.”

* Jason Ichen, HCLabs Partner

So, why did we create RegLearn? As much as we appreciated the core of the SAP Learning Solution, we knew that it simply didn't meet many

of our clients' needs. Specifically, the Learning Solution was cumbersome for administrators to use, lacked the full set of features clients needed to deliver learning effectively, didn't provide the insight executives required, and left many challenges to ensure corporate compliance with regulations. So, we knew something had to be done.

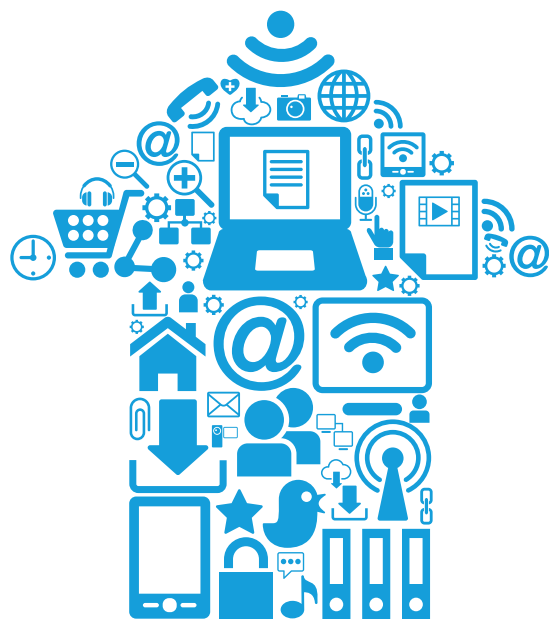
RegLearn allows SAP clients to quickly realize the full potential of this LMS. For clients implementing the Learning Solution, it accelerates the implementation timeline, eliminates custom development, and greatly reduces project risk. For clients already live with the Learning Solution, RegLearn addresses all of the issues that challenge the usability and effectiveness of this LMS.

Why Should You Care

About Your Learning Management System?

Learning management systems are not a **“nice-to-have.”**

They are required for organizations to conduct business safely and efficiently.



Compliance with Regulation

In today's highly regulated business environment, the importance of regulatory compliance training cannot be understated. Between heavy fines for noncompliance, competitive pressures, and critical delays in getting products to market, the requirement to adequately train your staff to meet regulatory standards cannot be ignored.

If it's difficult, people don't use it

Of course, the success of any technological investment depends greatly on user adoption. RegLearn makes it easier for all users involved – learners, trainers, managers and administrators – to work with the SAP Learning Solution by eliminating manual and paper-based processes. This increases organizational efficiency, reduces end-user frustration, and ultimately increases user adoption.

Costs are Costs

Controlling costs is a major concern for every organization. While we all know that all costs go straight to the bottom line, it is often too easy to ignore the various costs of supporting ineffective systems today. A positive return on investment for RegLearn can commonly be realized after eighteen to twenty-four months by reducing the administrative burden and replacing ineffective and inefficient processes for all users.

What are the alternatives to RegLearn?

As delivered, the SAP Learning Solution simply does not meet the needs of most organizations. So, what are the alternatives to consider?

DO NOTHING?

Due to the potential fines associated with noncompliance, the detrimental effect of poor user adoption, and the significant, ongoing administrative burden of an inefficient solution, business leaders recognize that “doing nothing” is an option they can no longer afford.

REPLACE THE SAP LEARNING SOLUTION WITH ANOTHER LMS?

If your organization is struggling with the Learning solution today, it might be tempting to consider simply starting over with an entirely new learning management system. It's all too easy to get caught up in the allure of purchasing a new system as a way of “starting fresh”, especially when cost isn't a primary concern. However, shouldn't the bottom line always be a primary concern? The reality is that the Learning Solution is a dependable, integrated LMS, and with the right knowledge and resources, many organizations have been able to implement and deploy this solution successfully to meet all of their requirements.

Your organization has already invested heavily in the SAP Learning Solution:

- **Learners and administrators know how it works.**
- **You already own the hardware.**
- **Your IT professionals have gone through the learning curve and can now support the solution.**
- **The Learning Solution is fully integrated into HCM and other SAP modules.**

In view of the above considerations, throwing away the Learning Solution when the effort and cost associated with fixing it may be much less expensive than starting over and implementing a different LMS probably isn't the most logical approach.

What Functionality Does RegLearn Bring to the SAP Learning Solution?



MODEL YOUR ORGANIZATION FOR AGILITY

RegLearn's **Skill Gap Modeler™** enables organizations to define and compare training fulfillment for specific populations and manage group competencies, allowing for better planning of work coverage and leadership development.



DEVELOP PERFORMANCE MASTERY

For organizations adopting the concept and practice of skill and competency mastery, RegLearn offers a variety of functions to develop new or reassigned employees. To assist managers and instructors in moving learners from novice to master, tools are included for checklist training/coaching, certification tracking, and structured learning development paths.



TRAIN FORMALLY OR INFORMALLY, IN-HOUSE OR EXTERNALLY

For most organizations, training is no longer limited to the classroom. RegLearn offers delivery tools and tracking solutions to manage training in classrooms, on-the-job, via checklist, or externally at certified institutions or conference workshops.



TRAIN THE RIGHT PEOPLE AT THE RIGHT TIME

RegLearn's **Dynamic Learner Group Management™** allows organizations to define learner populations (employees/contractors) based on any data attributes stored in SAP HCM, and automatically move learners into their correct groups with new assignments and due dates. If an individual requires special or personalized training, RegLearn allows individual assignments down to the person level. RegLearn also allows long-term developmental plans to be managed at the employee or group level.



MANAGE A DYNAMIC CONTRACTOR POPULATION

Contractor training and the tracking of regulatory requirements has always been an issue for companies that choose not to bring contractors into the SAP HCM module. While the Learning Solution provides an option for recording training history, it does not provide for demographic tracking. RegLearn enables companies to assign data attributes to non-employees, allowing them to be grouped into dynamic learner populations.



IMPROVED PORTAL EXPERIENCE

Usability enhancements are added to improve the learner, manager and instructor portal experiences. Learners can easily identify their training priorities and enrollment activities, as well as their compliance and developmental status. Managers have an entire dashboard of tools at their disposal for modeling, tracking compliance and managing training assignments. Instructors—for both formal and informal training—can actively manage checklist or on-the-job training activities online.



REDUCE RISKS

Regulatory: Every day brings headlines of regulatory fines or even worse—employee/contractor workplace injuries and deaths. RegLearn's **RegTool™** delivers flexible requirements management, assignment, tracking and audit tools providing a streamlined view of organizations, training requirements, due dates, and certification programs.

Developmental: Many organizations recognize leadership and developmental programs for the benefits that they bring both the individual employee and the organization as a whole. These plans are now seen as essential elements for employee retention, for the growth of high-potential individuals, and to ensure the organization has the depth of required skills. RegLearn's **Structured Learning Paths™**, **Administrator Checklist™**, and **SkillFinder™** all support these needs.



REDUCE PAINS OF RENEWAL

Many courses require periodic renewal via new content, revised content, and refresher content. RegLearn's **Revision Tool™** provides a single, automated process to walk administrators through all the necessary activities for renewing classes at the right time and notifying the right audience..



THE RIGHT INFORMATION TO THE RIGHT PEOPLE

Whether it is compliance or developmental learning, organizations need a variety of reports to suit the variety of people in need of training data: people managers, program administrators, quality managers, auditors, learners, instructional designers, etc. Everyone needs to see the information relevant to their role. RegLearn's comprehensive reporting functionality delivers a vast array of selection criteria to suit everyone's needs.



STREAMLINE AND ENHANCE ADMINISTRATIVE PROCESSES

Training program administrator processes are often viewed simplistically by the organization: "Just set up a new class." However, administrators know that there is much more to "setting up a class" than simply scheduling a course date, finding an instructor, and booking a room. There are materials to arrange, travel to schedule, attendee lists to provide, fees to process, and more. RegLearn's **Administrator Checklist™** functionality allows companies to assign, track and drive administrative activities through checklists, statuses and notifications. Additionally, RegLearn's **Roster Tools™** enables training administrators to quickly and efficiently upload and follow-up course and participation history for classroom and e-learning courses directly within the SAP Learning Solution.

RegLearn Mobile Add-on

Today's workforce is increasingly mobile. Even when workers are located on-premise, the job itself is often performed by employees on the shop floor or somewhere else away from their computers. RegLearn supports the need to remain connected by offering mobile apps that integrate with the SAP Learning Solution, run robustly on both the Android and IOS platforms, and do not require the added cost of purchasing the Sybase Unwired Platform.



OJT CHECKLISTS

On-the-job training (aka OJT) is performed outside the traditional classroom and often involves the delivery of hands-on training on existing tools, machines, etc. to reinforce formal instruction. According to various research studies, the large majority of learning actually occurs informally and on-the-job, so it makes sense for training organizations to monitor and capture the effectiveness of this training in their LMS to ensure that training instruction is delivered consistently.

RegLearn's OJT Checklist app provides trainers in the field or on the shop floor with a simple, convenient and structured way to assess and record learner performance of job-related tasks in the SAP Learning Solution.



SKILLFINDER™

The Skillfinder™ mobile app provides an easy way for supervisors in the field to identify individuals that possess the required skills and/or certifications they need to perform a job, enabling them to make rapid staff changes as needed to deal with unexpected situations while being confident that they are remaining compliant with regulatory requirements.



Can you make the SAP Learning Solution do this without buying RegLearn?

If your organization uses SAP, you're probably aware that it can be customized to do just about anything. It's also likely that your talented group of IT professionals can make these custom enhancements a reality. If your IT team understands the Learning Solution, best practices for learning management, and your processes, then it's possible for you to build all of the enhancements you need in-house.

It becomes a classic **"build vs. buy"** dilemma, and many SAP clients have chosen to buy RegLearn rather than attempt to develop the Learning Solution enhancements on their own. These clients realized that the time to develop, test, document

and implement these customizations, the costs associated with deployment (both hard costs and opportunity costs), the time to market, and the limit of their in-house Learning Solution expertise made the cost justification of RegLearn elementary.

It's also important to remember that costs are not confined to implementing a solution. HCLabs will maintain and enhance the solution over time to ensure that it continues to meet your requirements and functions properly as part of your SAP landscape. Expert-level support for both the SAP Learning Solution and RegLearn is provided 24/7 to your organization by HCLabs as a guarantee that your investment is well protected.

How hard is it to implement RegLearn?

CURRENTLY USING THE SAP LEARNING SOLUTION?

RegLearn will not disrupt existing Learning Solution functionality, and clients can choose which RegLearn enhancements they need. So, the effort required to implement RegLearn may be relatively small – perhaps just a matter of weeks. This is especially true for organizations already live on the Learning Solution and familiar with how the LMS works. In fact, it is common for experienced SAP clients to implement RegLearn themselves with only very little assistance other than the documentation, validation toolkit, and detailed test scripts provided by HCLabs.

What about hardware requirements?

Leveraging RegLearn does not negatively impact system performance or increase hardware requirements beyond what is necessary for the standard SAP LSO solution.

IMPLEMENTING THE SAP LEARNING SOLUTION NOW?

RegLearn will actually accelerate your Learning Solution implementation by preventing the need for work-arounds and custom solution design and development that would ordinarily be required to accommodate all of your organization's learning management-related processes. Basically, your organization will end up deploying a much more powerful LMS in a shorter amount of time and at a much lower cost than if you were to develop the RegLearn enhancements on your own.

How will RegLearn benefit your organization?

Contact us today. We'd love to arrange a demonstration so that you can see RegLearn in action!

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