

DuPont™ eLearning Suite

Implementation tips



A successful learning program starts with a well thought-out implementation plan.

Review these implementation tips from DuPont Sustainable Solutions e-learning customers.

1. Support & Participation from Senior Management

Supervisors and managers should be “on board” and involved from the beginning. Provide DuPont™ eLearning Suite training so they understand how online learning will benefit them. Explain how they can access required training reports. Show them how to schedule online training. Supervisors and managers should complete online training courses so they can mentor employees and recommend the learning solution with confidence. Senior management should show support for the training initiative by sharing the benefits via email, newsletters, and presentations. Leadership support from the top is essential for success.

2. Ensure Stakeholder Contribution

Get your safety committee members involved with the proposed change to prepare for accomplishing employee safety training. Ensure each safety course is part of your overall safety performance matrix. Give each online course additional weight in the matrix. For example, many companies have a matrix of measurements around safety, such as:

- Number of employees that attend safety meetings
- Number of employees that complete safety courses
- Participating on committees or subcommittees
- Conducting safety observations and/or audits, etc.

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3. Engage Key Internal & External Business Partners

Explore opportunities with Human Resources to improve your new employee onboarding process. Expand your online training offering to external vendors, contractors and customers to help obtain consistent and documented compliance training. If your employees must meet regulatory requirements, arrange for your industry regulatory agency to endorse/certify/approve your customized course. Both top-down and bottom-up driven support are helpful to learning and development initiatives.

4. Course Customization

Use downtime to take digital photos to incorporate into your new or existing courses. Personalize and add relevance to the training by incorporating your logo, photos of your building, and your employees. A company tripled their learning solution usage simply by inserting a video clip filmed at their office. Your content must be powerful, engaging and relevant, to help keep employees coming back for more. Get input from your subject matter experts or employees to help add value to the customizations.

5. Feedback & Response

Encourage employees to provide feedback either directly or through the “comments” feature of the DuPont™ eLearning Suite. Actively solicit feedback. Establish feedback communication channels to increase interest in online courses. Let employees know about training expectations, such as expiring certificates. Allow for easy access by including the website link and login instructions in your email communications. If you receive feedback about suggestions,

content issues, or system problems, respond immediately to help prevent people from being turned off by the training. For example, if necessary arrange a comfortable location or appropriate time away from regular responsibilities, for your employees to complete training.

6. Course Completion Inspiration & Transparency

Encourage everyone to complete courses on time by providing a gift to the first person from each division/ department to complete the course. Send out training due date reminder emails or text messages. Share monthly or weekly course completion reports with the organization.

Notify anyone who didn't complete training by sending an email to them and their supervisor. If more encouragement is needed, set up a meeting with the employees who don't complete training and the president of the company or make training a requirement of employment.

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