# PeopleSoft Enterprise Learning Management

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Organizations continue to use effective talent management practices to address a variety of business challenges and gain a competitive advantage. These challenges include creating an engaging and performance-driven culture, aligning learning with organizational goals, and reducing the ongoing support and costs of providing learning opportunities to their workforce.

Learning management is a key component in an integrated, effective talent management solution. Learning management systems provide continuous learning opportunities that improve workforce competency through the delivery and tracking of learning events, such as web-based training, traditional classroom activities, and other formal and informal learning activities. These learning events allow a workforce to adapt and learn in a competitive and dynamic environment. Effective learning management facilitates communication between business leaders and employees, provides clear direction on organizational goals, encourages ongoing employee development and collaboration, engages employees in their careers, and drive organizational performance to higher levels while reducing operating costs.

Oracle's PeopleSoft Enterprise Learning Management is the integrated application that increases workforce knowledge, skills, and abilities to help you achieve critical organizational objectives.

**ENTERPRISE LEARNING MANAGEMENT**

**KEY FEATURES**

- Link business objectives to targeted learning development goals to ensure key initiatives are adequately supported and track training progress toward completion
- Consistent, engaging and easy to use learning application integrated with all of your talent management processes

## Best Practices

Enterprise Learning Management enables talent management best practices including:

- Promoting employee engagement and improving workforce performance by automatically recommending learning opportunities based on organizational goals and events.

- Deploying the right learning to the right person at the right time, in any learning medium by way of a single user interface.

- Embedding continuous learning into all of your critical business processes to reduce learning costs and improve productivity and engagement.

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- Facilitate organizational change. Link key organizational initiatives to employee training initiatives
- Extend learning easily

**KEY BENEFITS**

- Reach more learners and improve workforce performance
- Strengthen certification and compliance programs
- Easily identify development needs and target appropriate learning
- Achieve integrated talent management
- Leverage critical information about your talent across business functions, providing deep insight into your workforce and enabling you to make better informed talent management decisions
- Reduce risks and costs. Easily track certification and compliance requirements across the organization

## Learning Management

Organizations are focused on engaging and developing their talent as they seek to drive business and workforce performance. To gain a competitive advantage, you must deliver targeted, personalized learning to employees — giving them the skills and knowledge that they need to help your organization achieve its goals and keeping them engaged with your organization. By increasing employee performance through intelligent learning strategies and decreasing learning costs, you can positively impact your organization's bottom line.

Enterprise Learning Management will help you realize these key benefits:

- **Improve Performance.** Targeted learning based on organizational goals is deployed quickly and effectively to your workforce, improving business performance and fostering employee engagement and development.

- **Achieve Integration.** Tight integration with Oracle's PeopleSoft Human Resources and Talent Management suite of applications helps you achieve timely learning for career development, succession planning, and effective performance management.

- **Reduce Costs.** Streamlining the learning process through embedded learning and administrative efficiencies reduces the cost of tracking and delivering learning.

## Provide an Engaging User Experience

With Enterprise Learning Management, business processes are seamless for all users — regardless of the type of learning. A learner can search for and launch, enroll in, or request any type of learning available from a single learning page. Ratings and reviews provide the opportunity for learners to submit feedback and utilize others' feedback when determining what learning options are right for them. To-do lists notify learners of their current action items and allow them to take direct action. Learning objectives give them a clear line of sight into specific requirements needed to meet their business goals.



My Learning page for employees to access their learning history, upcoming learning events, learning objectives and other learning information

Managers can easily view team members' current and historical learning and learning plans and approve learning. Managers can view their team's current status in compliant learning, enroll team members in additional courses or programs, and add targeted learning objectives based on the needs of the team.

Instructors benefit from direct access to survey analytics for their courses, full roster support, and a calendar view of their scheduled classes, automated reminders with optional instructor notes and attachments, and automatic attendance recording. Create and maintain appointments on the Instructor's calendar for sessions the instructor is scheduled to teach.

Learning administrators can view learning compliance across the entire organization, survey results for any course, view their own to-do's and take action directly from their home page, manage learner reviews, and benefit from many streamlined learning processes.

## Strengthen Certification and Compliance programs

Today's organizations must also satisfy a variety of learning and development needs, not least of which is compliance, regulatory, and change management objectives. The global regulatory climate requires corporations to validate employee performance in order to comply with multinational statutes and regulations.

Enterprise Learning Management helps to achieve and maintain regulatory compliance by automating the delivery of mission-critical learning — and by tracking the completion of certifications and the review of standard operating procedures. The extensive certification functionality of Enterprise Learning Management provide the flexibility, configurability, and information needed for organizations to ensure their workforce remains in compliance with impacting regulations. Learners are notified and can easily access any learning tasks required for them to stay in compliance.

## Achieve Integration

Enterprise Learning Management manages the business of learning with the goal of increasing the operational efficiency of the extended learning process.

Enterprise Learning Management integrates with PeopleSoft Human Resources and Talent Management applications to provide both employees and managers with insight into learning activities directly related to business goals. Individual and Team Learning is available from both the PeopleSoft HCM Manager Dashboard and the Talent Summary.

Through the Profile Management integration, job, role, and person competencies are integrated with Enterprise Learning Management and used to target learning activities to meet needed competencies.

With ePerformance, managers and employees have the ability to review and find appropriate learning needed based on their target ratings in performance evaluations.

Enterprise Learning Management also enables managers to monitor and validate progress toward career development objectives or goals. Succession Planning integration includes targeting learning to potential successors in preparation for their new roles.

Leverage Oracle's integrated PeopleSoft HCM Talent Management to tie learning to job competencies, performance management, career development and succession planning

## Blended Learning

Enterprise Learning Management supports your full learning lifecycle with next-generation blended learning. It provides complete support for complex learning models and supports any type of learning, including:

- eLearning and webcasts

- Instructor-led courses

- Continuous learning, self-paced classes and on-the-job training

- Books, white papers, and videos

- Degree, curriculum, and certification programs

- Tasks, ad hoc, and supplemental learning experiences

- Learning communities, blogs, discussions, and other collaborative learning

- Any other delivery method that your organization may use

The blended learning framework supports not only all delivery methods but also multiple delivery methods within a single class. This flexibility enables organizations to optimize learning by choosing multiple delivery methods to meet a single business need.

## Enrollment

Enterprise Learning Management supports learning enrollment for both employee and manager self-service and individual or mass enrollments through an administrative process. It offers security based on pages, components, row levels, organizational structures, and group actions.

The enrollment process supports:

- Automatic enrollment based on launching eLearning

- Configure rules to aid in automatic enrollment due to HR status or job changes

- Capacity and prerequisite checking

- Waitlist and enhanced reserved seating management

- Mass enrollment

- Approval workflow and notification management

- Multiple payment methods and internal and external pricing

- Historical credits and completion rules

- Required and optional components

- Create and maintain appointments on the Learner's calendar for enrollments in scheduled learning

Employees can launch, view, request, and enroll in learning that has been recommended based on performance reviews or organizational triggers. Managers can enroll their team members through automated workflow and monitor their progress through the manager's Team Learning features.

## Curriculum and Certifications

Enterprise Learning Management enables administrators to flexibly define learning programs that group a variety of learning into sections and guide learners through the learning needed to complete the program. In building a curriculum or certification program, Enterprise Learning Management provides:

Certification requirements including multiple sections, required and optional learning, nested programs, cascading expiration dates, and completion rules.

- Objective, prerequisite and equivalency support

- Administration for program roster and setup components

- Streamline registration process to enroll learners into activities associated with a program or certification

- The ability for an administrator to waive, revoke, expire, and reissue a certification

- Configurable security enabling an administrator to manage certifications

- Notifications for upcoming certification requirements and certification status changes to learners

## Learning Plans and Learning Objectives

Employees, Managers, and Administrators can create learning plans, or paths of learning, to meet business or personal learning goals. A collection of courses and programs can be defined as a learning plan and assigned to targeted learners, enabling them to easily see the learning they need to accomplish and to monitor their progress towards completion of the learning plan.



View, add, update your team member's learning plans as a manager

Enterprise Learning Management's objective model allows learning objectives to be sourced from within ELM itself or come from outside systems, such as PeopleSoft HCM. These objectives are associated with learning and can be used to trigger targeted learning based on events in source systems, such as transactions, metrics, or thresholds.

Enterprise Learning Management provides integration with events in PeopleSoft HCM, such as new hires, job changes, performance evaluations, talent pools, or any other type of update to core competencies. Alternatively, any enterprise application can trigger learning events by using the delivered web services.

## Attendance and Grading

Instructors can view rosters for their classes and easily mark attendance and grades or automate the process by using flexible business rules. Once grades and attendance are marked, the appropriate completion status is updated for the learners and is visible on the learner's transcript. Any associated learning objectives are marked as "met" and any PeopleSoft HCM source competencies are automatically updated, ensuring the person competencies remain in sync between ELM and HCM.

## Learning Requests and Recommend Learning

Employees and Managers can submit requests for additional courses and classes to be offered to meet their learning needs. Administrators can monitor and view the current status and history of each learning request and provide training that truly meets the needs and demands of the organization and its workforce.  Employees and Managers can recommend learning to learners in the system.

## Catalog Management

ELM enables administrators to quickly create the learning catalog through the use of templates that provide the necessary field mapping and system defaults for SCORM, AICC, and XML formats. Once the content is loaded, administrators can review the data before making the new content accessible to users in their learning communities.

Catalog allows the learners and their managers to find and enroll themselves or their team members in the published learning that meet their requirements



Searching the Learning Catalog using Keywords

Cloning, automatic code generation, and class cost updates further automate the creation of the learning catalog, improving efficiency and reducing administrative costs.

## Announcements and Notifications

Targeted messaging is a key function that keeps employees in touch with the latest training requirements and learning opportunities needed to maintain compliance and improve their job performance. Announcements and notification functionality allows administrators to create relevant announcements and notifications sent or displayed to targeted employee populations, determine when those announcements and notifications are sent or become viewable, and create the content of those notifications, including any relevant attachments and direct links to learning.

## Approval Framework

The integrated approval framework offers flexibility to manage multiple stages, paths and steps for approval transactions and rule-based approval process configuration. The Approval Framework can be used with enrollment requests for classes, registration requests for programs, and supplemental learning requests.

**Hardware and Software, Engineered to Work Together**

Oracle is committed to developing practices and products that help protect the environment