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2016 Course Catalog



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2016 Course Catalog

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Our LMS27

Why Emtrain?

We provide delightful HR, Compliance, and Basic Soft Skills online education to help you positively influence behavior and keep your workforce on the right track.

Education and guidance need to be an ongoing effort—not a one-time affair. Learners can quickly access a variety of courses, videos, or online questions & answers on essential workplace topics. Our solutions are designed to be modular so learners can quickly retrieve information and learning professionals can use our 500+ video scenes and thought leadership videos to enhance instructor led workshops, training, or corporate communications.



For Executives

Successful organizations operate efficiently. They have strong ethics and compliance programs and their employees have emotional intelligence, awareness, and people skills to stay on track while avoiding internal strife and employee relations issues.

Emtrain's solutions help make this possible by preserving your brand and empowering the workforce with the awareness and people skills needed to optimize their productivity.



For HR

We realize HR professionals have a challenging role. They are service-oriented professionals whose 'product' is difficult to quantify because it means an absence of negative issues (e.g. turnover, claims, conflicts, employee relations issues, etc.). It's hard to appreciate the absence of issues.

HR professionals love Emtrain's solutions because they empower people with the framework for understanding and appreciating the value of HR. Our solutions help you enable people to work better together without the friction of negative employee relations issues.

Why Emtrain?



For the Enterprise

The enterprise requires the best industry training from real experts—not anonymous staff writers. You need the best platform to communicate important lessons and insights on ethics, harassment, insider trading, discrimination, and other important workplace topics. Our courses have you covered.

Further, enterprise training requires an experienced partner to help you implement SCORM standards, robust reporting, email notification, learner groups, help desk support, and the ability to integrate with various HR systems. Again, our LMS platform has you covered.



For Startups & SBM

In many ways, it's more critical for startups, small and medium sized businesses to implement Emtrain's training solutions than the enterprise. Startups and the SMB are less stable than the enterprise due to their smaller size and therefore, more prone to getting derailed by ethics, compliance, and employee relations issues such as poor communication, poor teamwork, and so forth. One ethics or harassment scandal can negatively impact an emerging brand and throw a monkey wrench into growth and productivity.

Emtrain's solutions have been designed to provide awareness and insight and promote personal development to ensure fast moving teams stay on track and optimize their productivity.



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Most Popular Courses

HR COMPLIANCE

Preventing Workplace Harassment



Today's learning audiences are changing - and your harassment prevention training needs to change with them.

Today's learning audiences are changing - and your harassment prevention training needs to change with them. Our new course leverages trends in popular online social, recreational, and professional communities to create an ongoing learning community experience.

NEW! Real Time Community Polling Technology. Our polling technology lets learners see where their opinions, instincts, and answers place them in the larger learner community.

NEW! Dynamic Expert Q&A and Feedback. Learners anonymously submit questions inside the course to receive guidance from experienced thought leaders – and see Q/A from other learners

NEW! Optional Micro-learning Program Assets. 3 Minute Video Lesson tool gives you access to a library of short customizable, reportable video lessons to reinforce and continue learning.

NEW! Modular Configuration Options. We give clients the ability to choose scenarios for learners to assess. Choose from a growing library based on content, setting and subject..

Unmatched Content. Curated by the experts who wrote and enforced training and harassment laws, this multimedia course teaches the basics of harassment law and best practices.

High Quality Video Scenarios. Learners will apply lessons learned by assessing thoughtful and realistic video scenarios.



"We designed the Preventing Workplace Harassment course to cover the latest workplace issues and weave them into a fun, narrative online course. This course is the catalyst for a more thoughtful, wiser, and respectful workplace."

Phyllis Cheng

*Employment Law Expert
DLA Piper Partner & Former Director of the DFEH*

Preventing Workplace Harassment

Takeaways

Course experts are Phyllis Cheng, DLA Piper Partner and former Director of the California's DFEH, and Patti Perez, attorney at OgleTree Deakins and primary author of the 2016 revisions to the DFEH regulations

Satisfies training mandates from California (AB 1825, AB 2053), Connecticut, New Jersey, Maine, and the EEOC

Instructs learners how to navigate employee conflict with our *Workplace Color Spectrum™*

Provides guidance on how to recognize and resolve issues before they reach the level of harassment

Teaches learners about what is or is not harassment, which may decrease frivolous claims in the workplace

Covers sexual harassment, bullying, and harassment based on other protected characteristics

Features

Community Polling Questions dynamically share data on other learners answers and assessments

Gives learners direct access to Emtrain subject matter experts for best practices

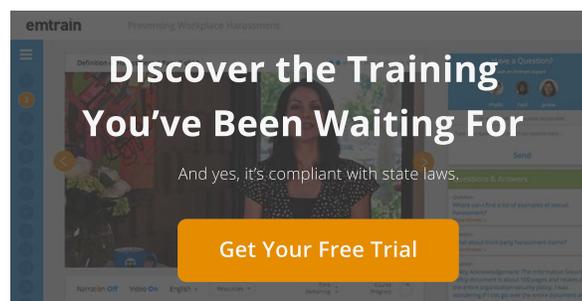
Shares anonymized, curated questions submitted by learners and answered by Emtrain experts

Option to add, remove, or exchange scenarios from our library and/or add your branding and policy

Available in English and Spanish. International and Canadian versions available in early 2017

Includes Emtrain's robust LMS; compatible with SCORM 1.2 and 2004

Available in a 2-hour timed version, untimed version, or a 1-hour version for managers; 40 minutes for employee version



HR, COMPLIANCE & TALENT MANAGEMENT

Mission, Values & Code of Conduct



Training your organization on your mission, values, and code of conduct has never been easier.

This is the perfect course to show new and current employees your organization's mission, values, code of conduct, and ethics. Employees learn invaluable lessons through stories, Q&A, our *Business Color Spectrum™*, and other learner exercises.



"We designed this course to help people stop and reflect about the ethical dimension of common situations. That way, training becomes more than a 'check-the-box' compliance effort; it becomes a catalyst for thoughtful discussion on these topics."

Sally March

*Former Head of Risk Advisory for the BBC
Regular columnist for the Society of Corporate Compliance & Ethics*



"This course provides what every ethics educator is after — a way to engage learners so that they can grapple with ethical issues in a fun and friendly way. Watching the video scenarios and thinking about the best course of action is a great way to stimulate critical thinking."

Chris MacDonald

Business Ethics Professor

Mission, Values & Code of Conduct

Takeaways

Course experts Sally March (Former Head of Risk Advisory for the BBC) and Chris MacDonald (Ethics Business Professor)

Course meets training mandates as outlined by Sarbanes-Oxley, Federal Sentencing

Guidelines, and Federal Acquisition Regulation (FAR)

Teaches people how to think critically and use our Decision Tree to make better decisions

Teaches how to spot situations that present ethical issues

Covers employer's mission, values, code of conduct, respect, gifts, conflicts of interest, misuse, and reporting

Features

Full access to Emtrain experts for guidance and best practices in ethics

Configured to import your own videos, graphics, text, and audio to illustrate your mission and values

Tailored to include your branding and code of conduct

Integrates with LinkedIn & Degreed to track personal training certifications

Available in English

Includes Emtrain's robust Learning Platform (LMS)

Compatible with SCORM 1.2 and 2004

Approximately 30 minutes in length



TALENT MANAGEMENT, HR, & CULTURE

Managing Unconscious Bias

Partner Course – Not Included in the Emtrain Library



Educating your workforce about unconscious bias and showing employees how to make evidence-based decisions to increase inclusion and the quality of decision-making throughout your organization.

We share the aggregated learner data with employers so the data is meaningful and actionable.

This short and helpful course explains the concept of unconscious bias and shows you how unconscious bias influences recruitment, team dynamics, and career advancement.

The interactive features of this course help capture anonymous learner feedback about perceptions of unconscious bias in the workplace as well as your learner's commitment to a particular strategy to manage unconscious bias.

Managing Unconscious Bias

Partner Course – Not Included in the Emtrain Library

Takeaways

Developed in consultation with [Paradigm](#)

Teaches people about System 1 and System 2 thinking and how to make evidence based, better decisions

Defines unconscious bias and shows its influence on recruitment, team dynamics and career advancement

Captures anonymous learner feedback regarding their perceptions of unconscious bias within their workplace and their commitment to a strategy to minimize the effects of unconscious bias

Features

Full access to Emtrain's expert for guidance and best practices around diversity, inclusion and unconscious bias

Integrates with LinkedIn & Degreed to track personal training certifications

Available in English

Includes Emtrain's robust Learning Platform (LMS)

Compatible with SCORM 1.2 and 2004

Approximately 30 minutes in length

Provides actionable learner feedback/data to the employer

For pricing, talk to your account rep or email us at info@emtrain.com



HR

Fair Labor Standards Act (FLSA) & Wage and Hour



Quickly learn the Fair Labor Standards Act (FLSA) essentials, including working hours, overtime, meal and rest breaks.

This is a general course to teach people the basics of the Fair Labor Standards Act (the FLSA) and corresponding state laws. The course covers topics such as tracking “hours worked,” meal and rest periods, and overtime pay to ensure wage and hour compliance.

Learners can submit questions anonymously to our workplace expert for best practices and insights.

THIS COURSE TEACHES YOUR LEARNERS TO

*Navigate the FLSA basics and state wage and hour laws.
Differentiate between exempt and non-exempt employees.
Correctly track overtime pay versus hours worked. Recognize common mistakes.*

Fair Labor Standards Act (FLSA) & Wage and Hour

Takeaways

Teaches managers wage and hour basics to reduce employer risk of wage and hour class actions

Course meets employer training requirements regarding “meal and rest” periods as outlined in *Brinker Restaurant Corporation v. Superior Court*

Covers wage and hour requirements in all 50 U.S. states

Features

Allows access to Emtrain experts for best practices on this topic

Tailored to include your branding and policy

Includes Emtrain's robust Learning Platform (LMS)

Compatible with SCORM 1.2 and 2004

Approximately 15 minutes in length for Employees

Approximately 30 minutes in length for Managers

How to Conduct Great Interviews



Effective interviewing is a critical component of the recruitment process and yet so many hiring managers conduct interviews without a process or strategy to get the most relevant job information possible from the candidate. Great interviewing skills takes conscious focus, preparation and practice. This course is a great resource for anyone involved in the interviewing process.

Steve is one of Silicon Valley's hottest properties when it comes to people, talent, and culture. Prior to launching his own firm, Steve served as VP of Talent at LinkedIn from 2009 through 2012, taking the company from a private firm of 400 employees, through an IPO and into the powerhouse that it is recognized as today with over 5,000 employees. Steve helps organizations worldwide develop winning talent solutions.

With more than 25 years of leadership and executive experience in global Human Resources, Steve has practiced HR in the US, Canada and Asia-Pacific within a variety of industries. Over the course of his career, the teams, cultures and organizations he has led and helped build have been recognized as exceptional, "world class" performers by the Wall Street Journal and Fortune Magazine.



"As you assume responsibility for recruiting in your organization, it's really important you can master the skill of interviewing so you can build a great team"

Steve Cadigan

*Talent Management Expert
CEO & Founder of Cadigan Ventures
Former VP of Talent at LinkedIn*

How to Conduct Great Interviews

Takeaways

Course expert Steve Cadigan, People Skills Expert

Teaches hiring managers how to create a process and strategy to gather relevant business information about job candidates

Features

Full access to Emtrain's expert for guidance and best practices around interviewing and the recruitment process in general

Integrates with LinkedIn & Degreed to track personal training certifications

Available in English

Includes Emtrain's robust Learning Management System (LMS)

Includes Emtrain's robust Learning Platform (LMS)

Compatible with SCORM 1.2 and 2004

Approximately 30 minutes in length

COMPLIANCE

Cyber Security Training



Is your company data safe from cybercriminals? Learn how to keep your employees and business data safe with the help of our industry experts and engaging video lessons.

This is a general course for everyone in the enterprise to learn how to keep themselves, their workstations, and their company information safe and secure from cyber attacks. David Brezinski, our course expert, is a security expert at Intel and regularly advises Fortune 100 companies how to safeguard their information. Without naming corporate names, David is regularly called in to advise businesses after large hacks.

Learners can submit questions anonymously to our security expert for best practices and insight.

THIS COURSE TEACHES YOUR LEARNERS TO

Identify situations that leave personal or corporate information vulnerable to hacking. Learn best practices for creating strong passwords, avoiding web scams, and safeguarding devices from malware.



“Cyber Security is about people gaining knowledge and awareness of their ‘cyber surroundings’ and how to safely use and navigate around it without compromising their organization’s valuable data. This fast-paced course is designed to do just that.”

David Brezinski

*Cyber Security Expert
Juniper Networks*



COMPLIANCE

Cyber Security Training

Takeaways

Co-created with Cyber security expert, David Brezinski, Security Architect at Juniper Networks

Teaches you how to spot situations that make information vulnerable to hacking

Covers creating strong passwords, email and web scams, and safeguarding devices from malware

Features

Allows access to Emtrain experts for best practices on this topic

Tailored to include your branding and policy

Integrates with LinkedIn & Degreed to track personal training certifications

Available in English and Spanish (multiple languages upon demand)

Includes Emtrain's robust Learning Platform (LMS)

Compatible with SCORM 1.2 and 2004

20 minutes in length

COMPLIANCE

FCPA Compliance & Global Anti-bribery Training



Bribery & corruption training has never been more critical to the global market than it is today. Let FCPA expert, Professor Mike Koehler show your team with engaging videos covering FCPA compliance, OECD, and the U.K. Bribery Act.

This is a course for all employees working in marketing, sales, business development, finance & accounting, and operations, as well as executives for companies who conduct business internationally. Learners are instructed how to spot business situations that could be perceived as bribery through video scenes and learner exercises.

People can submit questions anonymously to business compliance expert, the FCPA Professor, for best practices and insight.

THIS COURSE TEACHES YOUR LEARNERS TO

Identify which business transactions could potentially violate the Foreign Corrupt Practices Act (FCPA) and/or the United Kingdom Bribery Act (UKBA) and corresponding legislation in China, Russia, Brazil and India. Use workplace policies and procedures for reporting any concerns about potential bribery and corruption issues. Understand which accounting issues increase the likelihood of enforcement by government agencies including the U.S. Department of Justice and Securities and Exchange Commission.



“Business organizations will find unique value in the FCPA course. It is both comprehensive and interactive, and most importantly, it provides a diverse range of learners with the fundamental skills to identify risk in their specific job functions so they may proactively address it.”

Mike Koehler
FCPA Law Professor

FCPA Compliance & Global Anti-bribery Training

Takeaways

Course expert is Mike Koehler, the FCPA Professor

Course meets training mandates as outlined in the Guide to the FCPA, jointly published by the DOJ and SEC

Teaches how to identify a “government official,” & what is “something of value” such that it could be perceived as influencing an official’s judgment

Outlines the accounting problems that commonly trigger enforcement

Features

Allows access to the FCPA Professor for guidance and best practices on this topic

Tailored to include your branding and policy

Integrates with LinkedIn & Degreed to track personal training certificate

Available in English, French, Russian, Spanish, Portuguese, Chinese (Mandarin), and Japanese

Includes Emtrain’s robust Learning Platform (LMS)

Compatible with SCORM 1.2 and 2004

Available in a 60 minute executive version; 40 minutes for all other learners

COMPLIANCE

Insider Trading



The Securities and Exchange Commission (SEC) and the Department of Justice (DOJ) are extremely focused on cracking down on corporate and individual fraudulent actions that impact the general investing public. This doesn't just mean public companies or Wall Street firms.

In 2016, the Chair of the SEC warned Silicon Valley tech firms to be careful about how they determine company "value" and the information provided to investors and employees.

This course is designed for corporate executives, service professionals (law, finance, accounting), and all people with access to "confidential" business information that is not readily available to the general investing public. Learners get access to a corporate governance expert and former Assistant U.S. Attorney to provide answers and general best practices on this topic.



"People with access to confidential information affecting the perceived value of a company would be wise to spend 30 minutes learning about what the government deems to be their responsibility towards that confidential information. The risks for not understanding these responsibilities is just too high to ignore."

Tim Crudo

Corporate Governance Expert

Insider Trading

Takeaways

Course expert Tim Crudo, Corporate Governance Expert

Teaches people to identify “material, non-public, inside information”

Understand the risk posed by expert networks

Identify when “helpful” information crosses the line to non-public “inside” information

Features

Full access to Emtrain’s expert for guidance and best practices around corporate governance practices, including accurate corporate disclosures and insider trading

Integrates with LinkedIn & Degreed to track personal training certifications

Available in English

Includes Emtrain’s robust Learning Platform (LMS)

Compatible with SCORM 1.2 and 2004

Approximately 30 minutes in length



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Our Other Courses

Affirmative Action 101

Any company with a federal contract is regulated by the Office of Federal Contract Compliance (OFCCP) and required to create and distribute an affirmative action plan (AAP) each year and must show “good faith efforts” to train their employees in EEO and discrimination issues. This course covers topics such as the employer’s AAP; enforcement examples; audit prep; top 10 reasons why contractors get into trouble with the OFCCP and typical audit interview questions and suggested answers.

EEO & Preventing Unlawful Discrimination

EMPLOYEE & MANAGER VERSIONS

Equal employment opportunity is the basis for all employment laws governing the workplace. By learning about equal employment opportunity, managers and employees will understand the root of workplace discrimination laws and how their actions can be perceived as discriminatory and disrespectful to others. Learn the latest developments regarding discrimination theories as well as tips and tools to avoid conduct that could lead to EEO violations. Our EEO course covers: English-only rules, dress & appearance standards, hiring guidelines as well as other key topics. This course comes in manager and employee versions.

Creating a Level Playing Field (EEO AA101)

The Creating a Level Playing Field course is a combination of our EEO & Affirmative Action 101 courses. Topics include EEO,

Definition of Unlawful Discrimination, Examples of Discrimination, Harassment, Specific Discrimination Issues, Retaliation, Managers, Policy, Prevention, Principles, and Audit Preparation.

Drug & Alcohol Awareness

EMPLOYEE & MANAGER VERSIONS

This course helps managers learn to spot signs of drug and alcohol use and know how and where to report their concerns and presents questions throughout to assess the learner’s understanding. Our course also teaches about the reasonable suspicion standard and how to document work-related issues and objective factors that could give rise to reasonable suspicion. Course resources includes employers specific policy. This course comes in manager and employee versions.

Diversity & Fostering Inclusion

This course creates awareness of different backgrounds, cultures, and personality traits. Employees will understand and acknowledge our inherent prejudices and natural barriers to effective communication. This training module will increase the consciousness of your employees, help build teamwork, and help minimize internal conflict. This course covers identity dimensions, identity filters, bias and stereotypes, understanding differences, identifying commonalities, and other key topics.

Our Other Courses

Hiring Skills & Restrictions

This course is an overview of all the steps in the hiring process, from legal parameters to practical tips. Managers, supervisors, and employees will understand how to establish and validate job requirements, implement effective recruiting programs, conduct a legally compliant and effective interview, and the importance of references and/or background checks. Managers will also learn best practices associated with all aspects of the hiring process. This course is part of our managing within the law series.

Performance Management & Evaluations

This course takes managers through each step of performance management and the continuous feedback process. Managers will learn how to establish goals and objectives, give continuous feedback, conduct quarterly reviews or “check-ins,” document performance issues, and prepare the annual performance evaluation and conduct the annual performance meeting. This course is part of our Managing Within the Law series.

Discipline & Termination

Discipline and terminations are always difficult and particularly difficult for less experienced managers. This is a practical course that walks managers through concepts such as “at-will” status, exceptions to “at-will” and implied contracts, while showing how to safely discipline and/or terminate so the management action is professional and does not come as a surprise. This course is part of our managing within the law series.

ADA & Disability Discrimination

EMPLOYEE & MANAGER VERSIONS

In 2008 the ADA was amended to broaden disability protections

and teaches managers and supervisors the purpose and scope of disability the number of potential people covered by the protections. This course laws so they can “issue spot” and seek guidance from HR professionals. Topics covered include: definition of disability and a qualified individual, reasonable accommodations, the interactive process, discrimination examples, overlapping and related laws. This course comes in a manager and an employee version.

Workplace Safety

This course covers general safety, ergonomics, injury and illness prevention plans and workplace violence.

Workplace Violence

This course can provide important protection for employees by showing how they can spot classic red flag situations and to minimize the potential for violent episodes in the workplace. This course also walks learners through the action plan of how to respond if and when violence does occur.

People Skills Courses

Essential business functions such as training and reviewing employees are sometimes glossed-over or missed in today's fast-paced workplace. Emtrain's Productivity Library will keep your employees and managers focused on proven techniques to manage and grow a business. Our Productivity Library is brand new and growing. Become an early adopter and help Emtrain determine which courses and topics to add to the library!

Coaching & Mentoring

This course provides managers with a few easy-to-remember models for coaching and mentoring that will help enhance performance and productivity while building positive employee relationships. After taking the course, managers will understand how to set SMART goals and review those goals; check performance against reality and provide effective feedback and support; develop options to achieve goals; and wrap up with a written plan.

Communication Strategies

Learners will gain effective strategies to enhance their communication whether it is face to face, over the phone or through email, text or chat. Learn about non-verbal communication, active listening, presenting face to face, and how to present information in an email and utilizing other forms of technology.

Conflict Resolution

This course presents productive ways to manage workplace conflict. Employees will be provided with seven easy-to-remember steps for recognizing and managing workplace conflict. Additionally, they will also learn how to prevent or de-escalate unhealthy conflict before it becomes a problem.

Delivering Outstanding Customer Service

This course teaches employees the basic skills needed to provide great customer service to internal and/or external customers. They will learn how to effectively identify and address a customer's needs and master the essentials of customer satisfaction. Employees will learn to turn customer problems into opportunities and deliver outstanding customer service to generate return business in person, online, and over the phone.

Motivating Employees

Managers will learn how to apply motivational theories and techniques to workplace situations and understand how a leadership style motivates and DE-motivates employees. Managers will also learn how to use SMART goals, good communication, recognition and job responsibility to keep employees motivated.

Bite-sized Courses

Learning Moments

Learning Moments are quick, snackable courses that are completed in just minutes—designed to be rolled out to employees and managers to facilitate continued professional training throughout the year.

Respectful Workplace Refresher

This is a 15-minute “refresher” for all employees on harassment and discrimination issues. This course is ideal to launch as a reminder during those years without a full harassment and/or discrimination training launch.

Behavioral Interviewing

This is a 10-minute overview to remind hiring managers to ask open-ended hypotheticals that get the applicant talking and showing the interviewer their strengths and weaknesses.

Interview Restrictions

This is a 10-minute overview to remind hiring managers to ask questions that are always tied to a legitimate business issue and do not focus on an applicant’s personal and potentially protected traits.

Setting Expectations

This is a 10-minute training, produced at the request of a large venture capital firm, to provide basic guidance to novice managers regarding how to set employee expectations regarding their job duties and career development within the company.

Motivating Employees

This is a 10-minute training, produced at the request of a large venture capital firm, to provide basic guidance to novice managers

regarding how to identify when employees are de-motivated and how to consistently think of ways to motivate team members.

Giving Back

This is a 10-minute training, produced at the request of a large venture capital firm, to provide basic guidance to novice managers regarding how to have the tough conversations with employees and provide employees with constructive guidance and feedback about how they can improve their skill set and job performance.

Dos & Don’ts of Digital Communications & Social Media

This is a 15-minute overview that provides practical tips and guidance on when and when not to use digital communication and the challenges and hazards of social media. The training provides best practices for email communications and social media guidelines.

Inclusive Recruiting

This is a 15-minute overview that provides recruiters of federal contractors with step by step requirements to comply with the Office of Federal Contract Compliance’s (OFCCP) new recruiting requirements regarding individuals with a disability and veterans and “showing good faith efforts” to meet the 2014 hiring benchmarks.



Learning Platform (LMS)

A Complete Solution

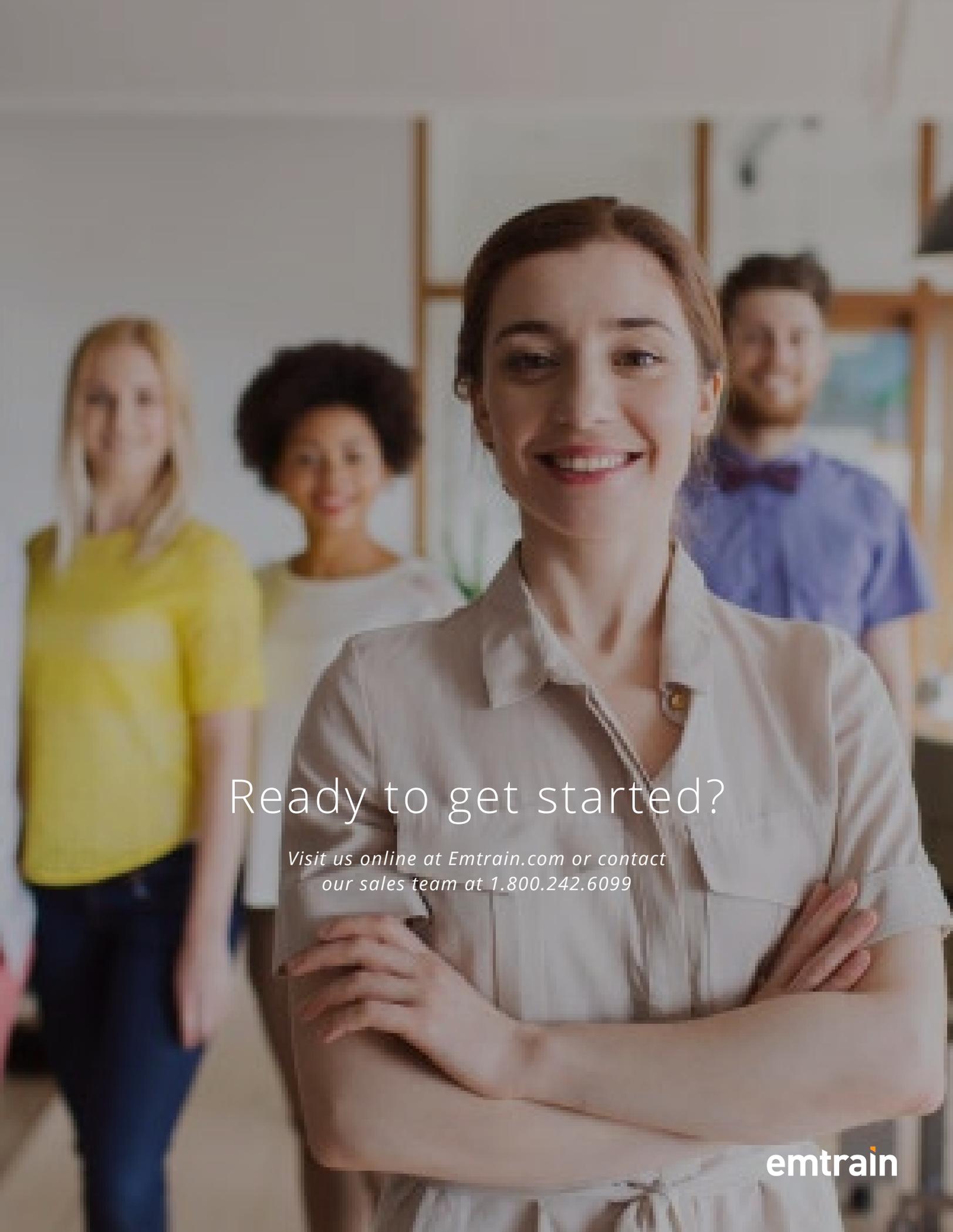
Our award-winning learning platform (LMS) is an easy to use training platform, designed for all levels of HR, learning professionals, and administrators. Our learning platform streamlines the learning process and quickly generates reports on your learning initiatives and learner progress.

WANT TO LEARN MORE?

Visit us online or contact our sales team at (800) 242-6099

Time Saving Features

- ~ Configurable Branding with Your Logo and Color Scheme
- ~ Single Sign-on (API)
- ~ HR Sync - Bulk Learner Uploading & User Editing
- ~ Course Track Builder & Learner Group Builder
- ~ Automated Assignments
- ~ Auto & Custom Notifications to Announce, Remind, and Confirm Enrollment
- ~ Track Classroom Training
- ~ WebEx and GoToTraining Integrations
- ~ Links & File Launch / Track
- ~ Custom Reporting & Analytics with Easy Export
- ~ SCORM 1.2 and 2004 Compliant
- ~ 4 Hours of Free Implementation Meetings & Support
- ~ Help Chat Support from Monday to Friday — 8am to 5pm (Pacific)



Ready to get started?

*Visit us online at [Emtrain.com](https://www.emtrain.com) or contact
our sales team at 1.800.242.6099*

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Most Popular Courses