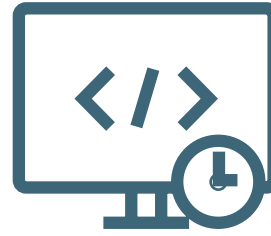


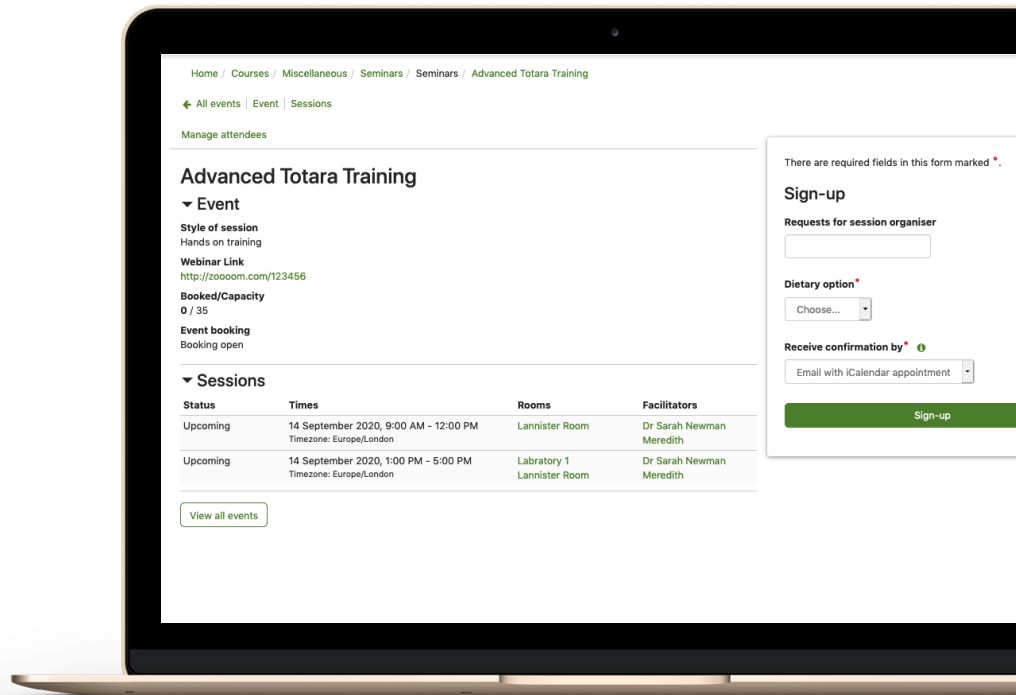
MANAGE LEARNING EVENTS AND KEEP EVERYONE IN THE LOOP



Trainers and administrators can mark attendance at training events and sessions individually, in bulk or via a customizable signup sheet. With both small and large events easily managed within Totara Learn, attendance can be tracked, marked and counted towards the development of your learners.

Sessions which are fully booked can employ a waitlisting system so any cancelled bookings can be offered to the next learner in line or by random lottery.

Automated, customizable, personalized and multi-language notifications alert learners and managers alike of booking confirmations, updates and reminders of upcoming events.



SCHEDULE THE RIGHT RESOURCES AT THE RIGHT TIME

The inbuilt room management functionality allows administrators to create predefined rooms with address, capacity and equipment information and prevent double booking of training spaces.

Equipment and services such as laptops or catering can be created and linked to events, and both internal and external session facilitators can be scheduled to attend training sessions.

FIND OUT MORE

totaralearning.com/totara-learn

