

A total e-solution for learning management

At Levitt-Safety, our mission is to continually add value by partnering with our customers to solve their fire, safety and environmental challenges with quality products supported by excellent service from motivated, knowledgeable people. We understand that while OH&S training is necessary and even mandatory (to comply with WHMIS), scheduling and delivering in-house training can be difficult and costly. To help organizations meet these challenges, Levitt Training & Consulting has implemented a suite of **Link2eLearning** services that support the goals of regulatory compliance and workplace health and safety, while reducing the costs of traditional in-class training.

Integrating the medium & the message to maximize e-learning effectiveness

Since we are in the business of providing compliance solutions, our strength lies in our ability to combine relevant, effective content with state-of-the-art delivery and administration, to offer a total e-learning solution. While all of our e-learning solutions involve integrated service delivery, **Link2eLearning** services are developed and categorized under two streams:

- **Course Content & Development**
- **Service Delivery – Learning Management System (LMS)**

This means that all of your Levitt Training & Consulting courses will be delivered through our Link2eLearning LMS. This ensures that courses are delivered through a flexible, feature-rich system that enables training distribution, course completion, tracking and reporting across the organization.

Link2eLearning services can help you enhance your employees' skills and knowledge base and promote improved workplace health and safety through a cost-effective, efficient online service. It can also help training administrators track and report on OH&S training to demonstrate efforts toward regulatory compliance/due diligence.

The following pages offer an overview of our comprehensive, yet easy-to-use online courses and LMS offerings.

BENEFITS OF LINK2ELEARNING SERVICES

- ✓ **Easy-to-use** system for planning, delivering and tracking employee training across the organization
- ✓ **Globally accessible (24/7)** – available any time, anywhere there is Internet access
- ✓ **Cost-effective** – eliminating the costs of facility rental, travel and lost time required for instructor-led training
- ✓ **Instant, accurate reporting** – available for workplace audits
- ✓ **Flexible** – courses and administrative functions can be scheduled to suit individuals' needs
- ✓ **Consistent training material** – is provided across the organization
- ✓ **Relevant, customized courses** – choose Levitt's (customizable) course offerings or have us convert your content for online use

For more information on our **Link2eLearning** services, please contact us at:

training@levitt-safety.com

COURSE CONTENT & DEVELOPMENT

All of the courses offered through **Link2eLearning** provide a visually stimulating desktop learning environment. These online courses can be taken any time and anywhere there is Internet access. And since courses are self-paced, participants can start, stop or pause at any time – offering flexibility to meet individual schedules. Levitt Training & Consulting offers the following online courses and development services:

- **Link2eLearning Course Library**

Levitt Training & Consulting offers a range of generic online courses that can be presented in their standard format or customized to suit your organization's needs.

Some courses currently available through Link2eLearning include:

- **Bloodborne Pathogens**
- **Driver Safety**
- **Electrical Safety**
- **Health, Safety and the Law**
- **Lockout/Tagout**
- **Radiation Safety**
- **Transportation of Dangerous Goods**
- **WHMIS - An Introduction**
- **WHMIS Refresher**

- **Custom Course Development**

Levitt Training & Consulting can help to develop custom online courses to meet your training needs. Our e-learning development process involves working with customers to identify audience and course objectives, then developing relevant content. We are accustomed to working with industry professionals and subject-matter experts to ensure content accuracy. We then use the most effective and relevant web-based training technology to create the online course. The end result is a total online learning solution that meets your needs.

- **Course Conversion**

Many of our customers would like to use the power of the Internet to leverage their existing in-class training material. To meet this need, we have developed a process through which we enhance and convert your training content for web delivery. This involves the conversion of your existing course material (e.g. PowerPoint presentations) to an e-learning format and the hosting of the new, tailored courses through our LMS. By combining your training material with our web-based technology, we can offer custom online training programs with content, structure and evaluations that are relevant to your workforce.

E-LEARNING COURSE DEVELOPMENT CRITERIA

Levitt-Safety applies the following criteria to **all** course development.

All online courses must be:

- ✓ **Audience or learner-centred** – offering information that is targeted to the specific learner.
- ✓ **Focused on knowledge retention** – dividing information into manageable “bites”, in a logical progression, with relevant demos or examples and reviews to reinforce learning.
- ✓ **Learner-friendly** – using technology and navigation that suits the target audience.

CUSTOM COURSE DEVELOPMENT PROCESS

Custom course development involves the following steps:

- **Client needs analysis:**
 - ✓ course objectives
 - ✓ audience profile
 - ✓ course assessment requirements
 - ✓ technical requirements & navigation issues
- **Design & Development:**
 - ✓ create custom interface design
 - ✓ develop content
- **Testing and client approval**
- **Deployment**

OUR LEARNING MANAGEMENT SYSTEM

– Taking online training to a whole new level!

While course content is one side of the e-learning equation, effective course delivery and administration are also crucial for success. At the heart of the **Link2eLearning** service is a next-generation LMS – offering administrative capabilities that facilitate easier and more effective employee participation in online courses. Our LMS provides anywhere-anytime learning that focuses on user experience and administrative efficiency.

Creating an effective learning environment

As a Rich Internet Application (RIA), Levitt Training & Consulting's LMS is capable of intelligently predicting the student's or administrator's needs. This RIA architecture enables system features such as:

- **One-Click Access** – Participants login and click once to resume their last lesson. Any preceding lesson is only two clicks away.
- **Persistent Navigation** – The sliding user menu is always present but not intrusive.
- **Online Help** – Generic information about the LMS is available on-screen to guide learners or administrators through any function.

Providing an LMS to meet your administrative needs

Our **Link2eLearning** LMS provides an efficient and easy-to-use online system for planning, delivering and tracking employee training across the organization. This easy-to-use, yet feature-rich system enables instant, accurate reporting for workplace audits. The reports can be exported into an Excel spreadsheet.

The LMS is user-friendly and easy to navigate for both the student and the administrator.

Link2eLearning provides an online solution that streamlines Occupational Health and Safety training while reducing administrative time and costs.

LMS FEATURES

Employees can:

- Self-register on a secure site
- View and complete the course at their convenience
- Participate in online quizzes
- Produce certificates of completion

Administrators can:

- Invite participants to participate in online courses
- Monitor participation
- Easily track results
- Export data
- **Dynamic Reporting:** administrator can create multiple custom reports
- **Bulk Subscriptions:** saves time by providing password encoded Link2IDs to groups of students
- **Custom Interface:** we can create a custom (logo-branded) LMS interface

For more information on our **Link2eLearning** services, please contact us at:

training@levitt-safety.com