

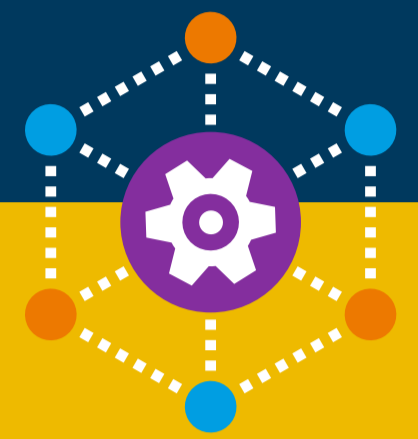
# BAI Learning Manager Compliance Functionality Checklist

## What makes an effective Learning Manager?

A Learning Manager designed for the financial services industry should do more than just display the course content. It should make it easy to assign the right courses to the right learners. It should encourage learners to complete required training before the due date. It should track learner activity and report on the key data requested by regulators.

Use the checklist below to make sure your **learning management system** has everything you and your team needs.

## MY LEARNING MANAGER SOFTWARE:



- ❑ Notifies users by email on training status to drive completion
- ❑ Provides course re-take limit controls
- ❑ Has an easy-to-use interface that prioritizes required training and displays due dates
- ❑ Features easy, one-click launch for required courses upon login
- ❑ Tracks learners' different statuses in a course (Assigned, In-Progress, Unsuccessful, Successful)
- ❑ Reports completions that align with regulatory examination needs
- ❑ Includes a collaboration tool for assigning the right courses to the right people, along with decision documentation
- ❑ Includes an assignment engine designed for automated and highly targeted training plans
- ❑ Features instructor-led training management functionality including scheduling, wait-listing, self-enrollment and attendance tracking

## CREATE, SHARE, ENGAGE, SIMPLIFY



If your Learning Manager software does not provide all the features above, switch to the BAI Learning Manager. Developed specifically for financial services, BAI's flexible and comprehensive learning management system streamlines the oversight of your compliance training programs with intuitive online resources that let you:

- Assign organization-specific courses to individuals based on job function, hire date and location
- Track offline training, including instructor-led classes, webinars and policy & procedures acknowledgements
- Create and review reports and then easily analyze, share and export them for audits and federal examinations
- Copy curricula from one year to the next, with one quick click
- Engage managers by assigning team members so they can review training as well
- Leverage integration with your HRIS

Talk with a BAI representative, or visit **BAI.org/training** to learn more.

Schedule a Call

Visit the Site

