cost-effective solutions

*care*Learning
eLearning. Real-World Advantages.

interactive training

*individualized
development*

Created *for* healthcare organizations *by* healthcare organizations

EMPLOYEE DEVELOPMENT PROCESS

*care*Learning is an online education company designed to help healthcare organizations by providing reliable, trusted, and easily-accessible talent management solutions. Our competency, eLearning, and performance products are developed to ensure that your employees are provided with the appropriate training and education based on an assessment of the skills, knowledge, and abilities required and an evaluation of their job performance.

COMPETENCY MANAGEMENT

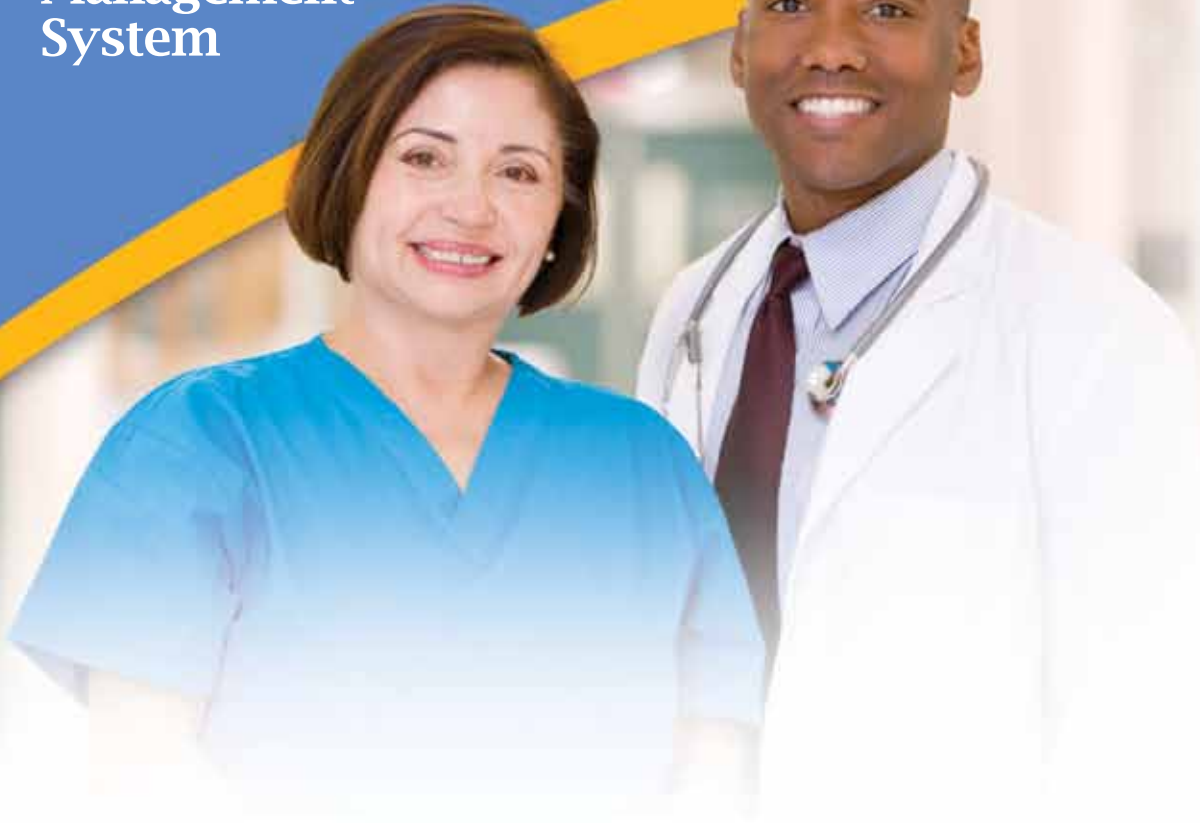Define, assess and analyze the skills required for success

PERFORMANCE MANAGEMENT

Plan, monitor and review performance

LEARNING MANAGEMENT

Provide, document and report on education that meets highest priority learning needs

Learning
Management
System

Delivering the Education Your Organization Needs

Through our state-of-the-art Learning Management System (LMS), take advantage of rapid and efficient delivery and tracking of courses and documentation of instructor-led training.

· Provide easy access to training to close skill gaps

· Personalize content and gain access to courses developed by peers and experts

· Create and manage an unlimited number of your own courses

· Track staff training by groups, departments, or job codes

· Utilize completion data from LMS into other systems in your organization

· Display dates, time and locations of educational events on an easily-accessible calendar

· Allow employees to self-register for events

· Track the expiration dates of professional licenses and certificates, as well as run reports by license type and expiration

· Take advantage of live event planning capabilities, including pre-registration and e-mail notifications

Regulatory Training

We help you maintain compliance with CMS, OSHA, The Joint Commission and other accrediting bodies by offering effective regulatory training. We monitor courses for accuracy and compliance, while providing you with the ability to add your own content to make courses specific to your organization.

Customized Training

By using *care*Learning, you not only gain access to our course offerings, you can add materials to them in order to make them more specific to your organization. Whether it is your emergency codes, designees on various subject matter, or applicable policies, you can customize our courses at no further charge.

You can also create your own content in an easy and unlimited way. To save you time on creating all your own content, you will have access to thousands of courses other healthcare organizations have written in our Private Course Library. See something that closely matches what you would like to educate on? Simply download it and customize it for your own purposes.

Whether writing it from scratch, or using materials from the library, putting the course together is a breeze! And, the best part is it manages the review process of your quality control group before assigning the course to others.

Continuing Education

*care*Learning is here to provide your staff with continuing education:

· Avoid expensive seminars, scheduling difficulties and finding replacement staff during live training sessions

· Receive certificates immediately for employees once courses are complete

· Course tracking makes it easy for you and their managers to monitor staff's progress

effectively develop your workforce and improve quality of care

Competency
Management

Identifying and addressing the areas for improvement within a healthcare organization is one of the most important factors for success. *care*Learning can help your organization maximize the use of your competency assessment results and truly develop your employees' abilities.

Competency Assessments & Analyzing Results

Our Competency Management System comes populated with skills required for successful performance by clinical and non-clinical employees, and they are easy to customize. Once you have defined what is expected, you can use the system to create automated assessments. This will make it easy to collect and track employee competence and eliminate misplaced documents. The best part is at the end of this process you will have meaningful, real-time data reports that will help with:

Employee Selection
· Find employees whose skills best match your needs as a new employee or involvement in a project or committee

Employee Retention
· Identify employees at-risk because of skill proficiency levels that are too high or too low

· Allow your organization to create individual employee development plans based on the skills required to achieve success

Strategic Learning
· Align learning resources with identified skill gaps on an individual, departmental or organizational level

· Invest in learning resources that meet the highest priority needs, rather than relying on assumptions or guesswork

Workforce Planning

· Gain an understanding of the skills needed for success in your organization

· Inventory the skills, knowledge and abilities present now and plan for those needed in the future

· Ensure organizational goals are met by clarifying expectations for all employees

Career Development

· Allow employees to create a career development plan based on the skills required for potential advancement opportunities

Succession Planning

· Find potential replacements for key roles at risk because of retirement, outsourcing, downsizing or disasters

Report

Define

Learn

COMPETENCY MANAGEMENT PROCESS

Assess

Plan/Create

Report

Understand what employees need to be successful...

...and provide them the tools

Performance
Management

PERFORMANCE MANAGEMENT PROCESS

Studies show that the work observed two months prior is what most performance appraisals represent. Our Performance Management System assists your organization in each step of the process from setting goals to feedback and review.

Goal Setting

· The appropriate appraisal template is shared electronically by your managers with the employee during performance planning so they understand expectations

Continuous Feedback

· Performance journals allow the managers to provide feedback throughout the year to employees. Employees can also document performance events they deem noteworthy

Performance Review

Performance Planning

Performance Feedback

Performance Appraisals

- Create an unlimited number of online appraisal/evaluation templates using your organization's existing paper-based appraisals or through the customization of templates populated in the system

- Managers complete the appraisal at the performance review based on journal entries and peer reviews. Employees can also self-evaluate

- Add value to the performance management process using multiple weighted performance scales to determine points earned at each level

Analyze Results

- Reports are available to track the status of each step in the performance management process

  The employee's performance score can be used in supporting compensation decisions.

Top-of-the-line education and training for your entire staff

*care*Learning helps your organization with talent management solutions to effectively develop your workforce and improve the quality of care you provide.

With a focus on exemplary customer service, careLearning can help you achieve real-world advantages.

*care*Learning *allows you to design entire courses on any topic you want*

Find out how we can help your healthcare organization. *care*Learning is a nonprofit organization for the sole purpose of offering a valuable and cost-effective resource to you. We are dedicated to providing the best talent management products to you and your organization.

For more information, please visit our website at www.carelearning.com and watch our informational video by scanning the QR code below:

(866) 617-3904

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