

## Workforce Tools



### Skills Checklists

Measuring performance is often a difficult task. The Skills Checklist tool allows you to record a learner's ability to demonstrate specific job related tasks to a skilled observer. Skills Checklists are **useful in demonstrating that training has been internalized and implemented**. A great benefit for employees working off-site is that this feature is **compatible with mobile devices**, making recorded observations quick and easy.

### Competency Tracker

The Competency Tracker tool makes it possible to gauge the progression of skills and training outcomes directly within the Relias Learning Management System. Easily **measure, track and benchmark your staff's proficiency** by using **built-in reminders** and taking advantage of **automated reporting** on scores and completion.

### Policies & Procedures

Reducing risk and maintaining compliance with your organization's key policies is crucial to your organization. Use our new Policies & Procedures tool to **revise and track your policies and procedures** in the Relias Learning Management System. This tool includes version control—the ability to **update and approve existing policies** while keeping track of each version. Policies and procedures can be automatically assigned to staff upon hire and on a recurring basis to ensure compliance. Added benefits include **built-in reminders** and **automated reporting**.



To learn more, visit [www.reliaslearning.com/workforce-tools](http://www.reliaslearning.com/workforce-tools)