CYPHER Learning®

# THE BEGINNER'S GUIDE TO TRAINING AUTOMATION

How automation increases training productivity and efficiency

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# Introduction

Online training is one of the best solutions out there for **increasing employee productivity** and **job satisfaction**. It's not only convenient but also a cost-effective solution for companies to train employees and partners.

While **automation has been part of the work environment** for some time now, helping businesses run more effectively, **training automation** is still evolving and being adopted by more and more companies as they move to digital training.

Automation makes a trainer's **workload more manageable** while learners get a more **personalized experience**. As a consequence, they'll interact more with your training platform, which is a win-win situation. That's why there's no way to justify not using automation for online training.

Continue reading to find out how companies leverage automation for business learning.

# Training automation

Traditional face-to-face training requires more effort, particularly with tracking performance and taking care of administrative details. Even online training can involve **repetitive tasks** such as manually enrolling users in courses or adding them to groups.

That's where automation comes in with actions that make admin work obsolete. For example, there's no need to make lists with employees from specific departments and then add them to courses since the platform can automatically add employees based on job titles.
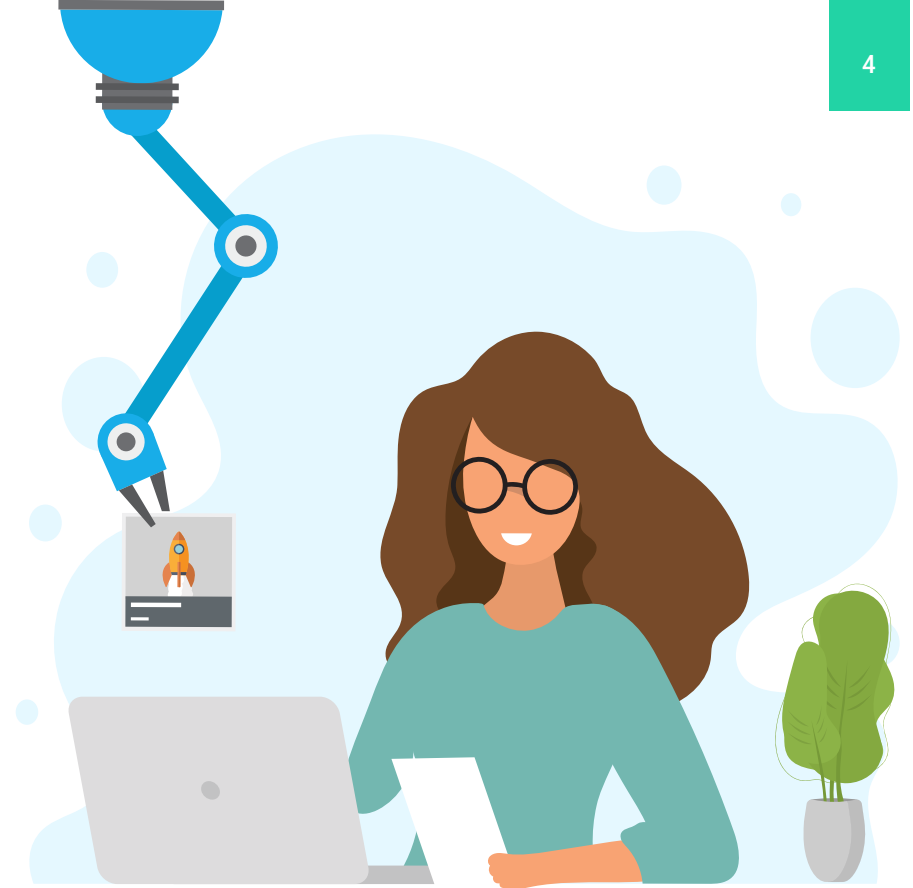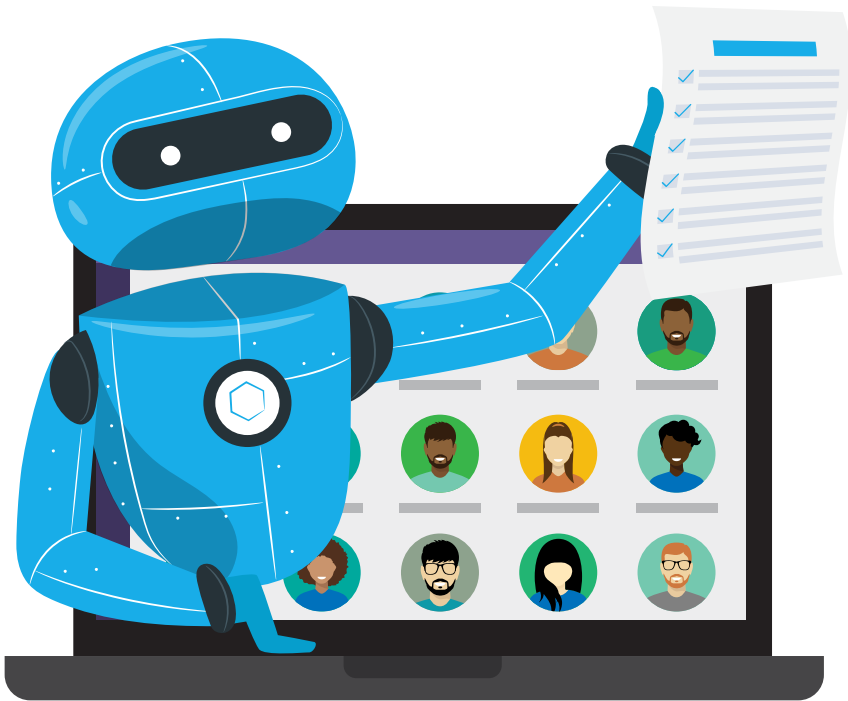
That's just the tip of the iceberg since automation makes the entire training process run smoothly according to the trainer's setup.

However, training automation doesn't leave the "human" part out since someone is still controlling and adjusting what the system does. Specifically, **learning management system (LMS) automation** can be as useful for synchronous instructor-led training as it is for asynchronous self-paced learning.

Automation reduces trainers' workload, whose schedules are already packed with creating training programs, tracking performance, and supporting employees in their learning journeys.

# The benefits of automating training

Managing training can be a challenge, especially for larger companies that offer onboarding courses, compliance training, and need to upskill employees as fast as possible — all while making sure that training is personalized and addresses their needs.

In other words, making a compromise between taking care of administrative tasks and offering quality courses is just counterproductive. Automation makes this process much easier for instructors. Here are a few benefits to consider:

## Increased productivity for trainers

Training specialists take care of all training aspects, often involving repetitive tasks, such as **managing learner accounts** or **sending certificates of completion** to learners. With automation, these tasks are done in a few seconds, and they can be scheduled to happen periodically.
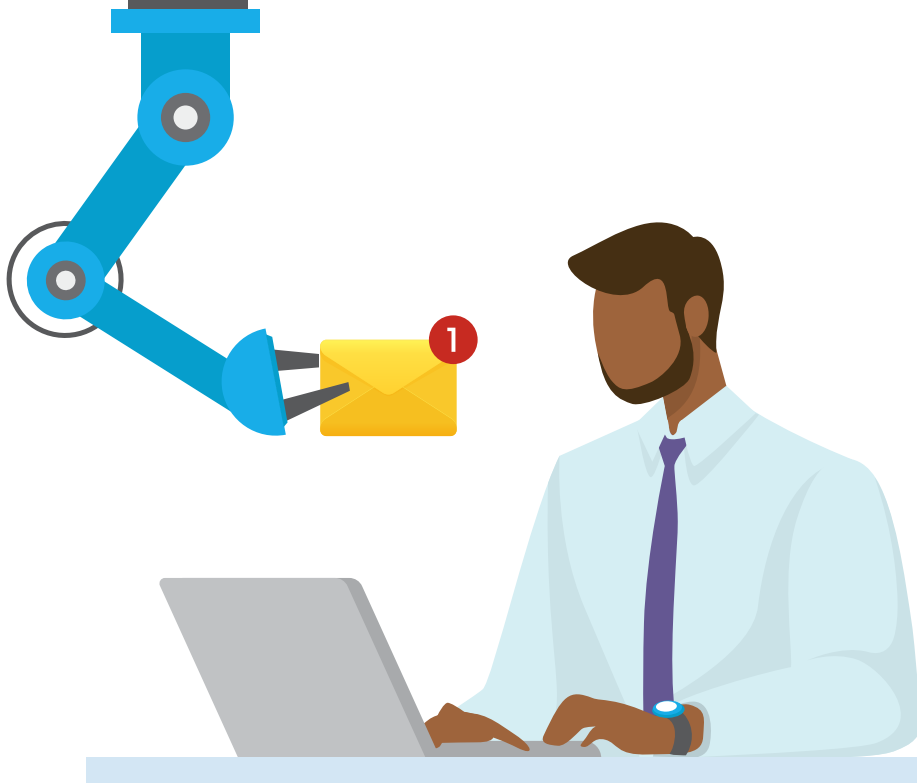
For example, a platform automatically reminds learners that their **compliance training** has expired and enrolls them in compliance courses every few months. The learning specialist will have more time to create courses, interact with learners, or adjust the training program.
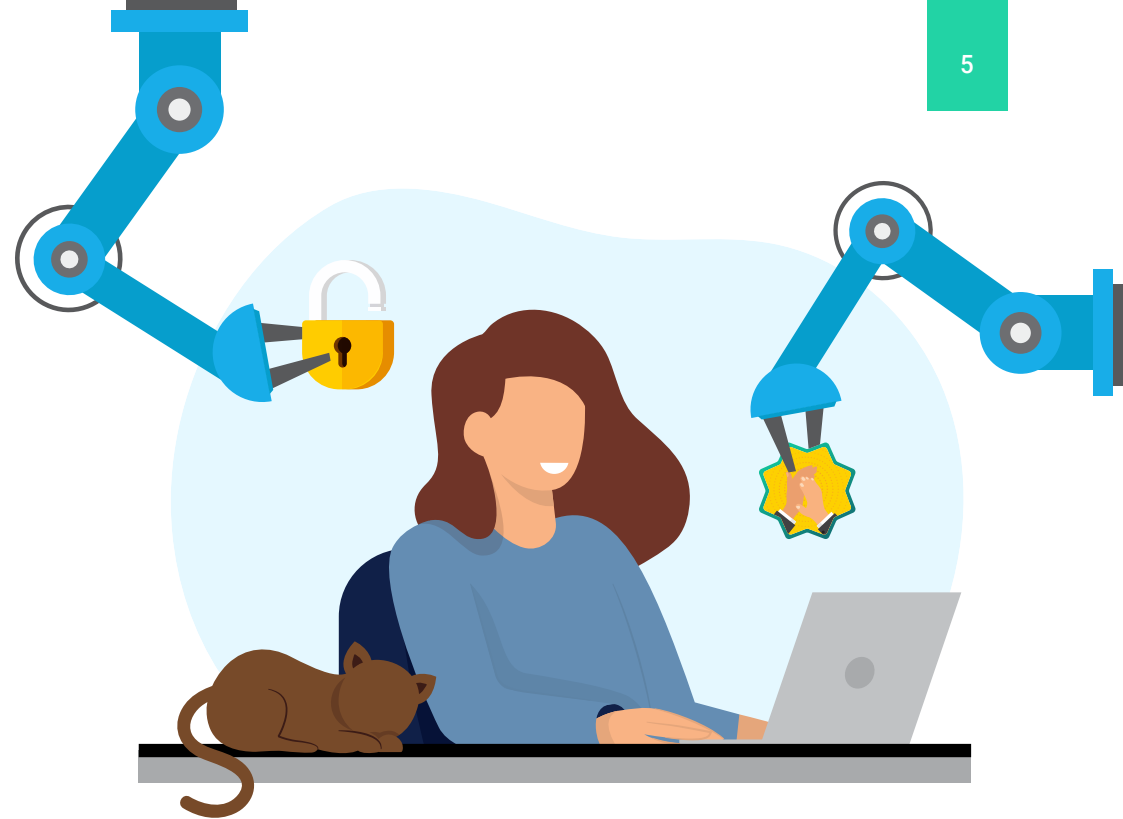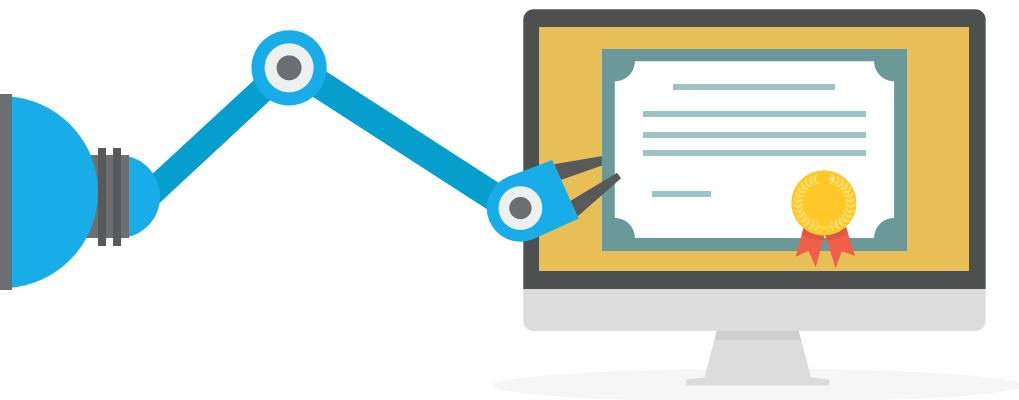
## Help with course organization

Managing the **course flow** is a big challenge, from start to finish. With automation, instructors decide what happens whenever a learner does something in a course. For example, if a learner finishes a module, they can receive a badge, the system can lock the module and unlock the next one.

If learners need to concentrate on one module at a time, content can be released each week.  This course scheduling method is called **drip content**. Trainers don't even have to send reminders before the course starts since the platform does it automatically. They can also manage less desirable aspects, such as what happens when learners have been inactive for a while.

## Personalizing training for employees

Personalized training means that no two employees get the same **learning experience**. It also involves training that best fits their current skill levels and job requirements.

That's why automation is an excellent tool for **closing knowledge gaps**. For example, a more advanced learner can unlock challenging content and assessments. If they are ahead of their peers, they don't even have to see the easier modules. However, if a learner gets a low score on an assessment, they will unlock a more accessible module to help them fill in the knowledge gaps that they currently have.

## Tracking training performance

A thorough training assessment is time-consuming, especially if instructors don't have the tools to manage it. Automation makes this much easier for them by **defining actions** that happen when learners reach a specific **competency level**.

For example, if a learner reaches more than 80% threshold on a competency, they can unlock a more advanced module. If a learner's competency level falls below 50%, then instructors receive a notification. In this way, they can **intervene before the knowledge gap widens** by sending recommendations for improvement in that area.

## Making training more interactive

Business training, or any type of training for that matter, is more effective when **interactive and even fun**. Gamifying training is nothing new, but the implementation varies from platform to platform. For example, a good system will allow trainers to create custom badges for learners, different game levels, and even **different types of games**.

Automation will make the game run by itself, so instructors only have to do the initial setup. While gamification is great for motivating learners, instructors can automatically send messages to learners whenever they complete a milestone. Additionally, they can **add learners to groups** to interact with each other and share their knowledge.
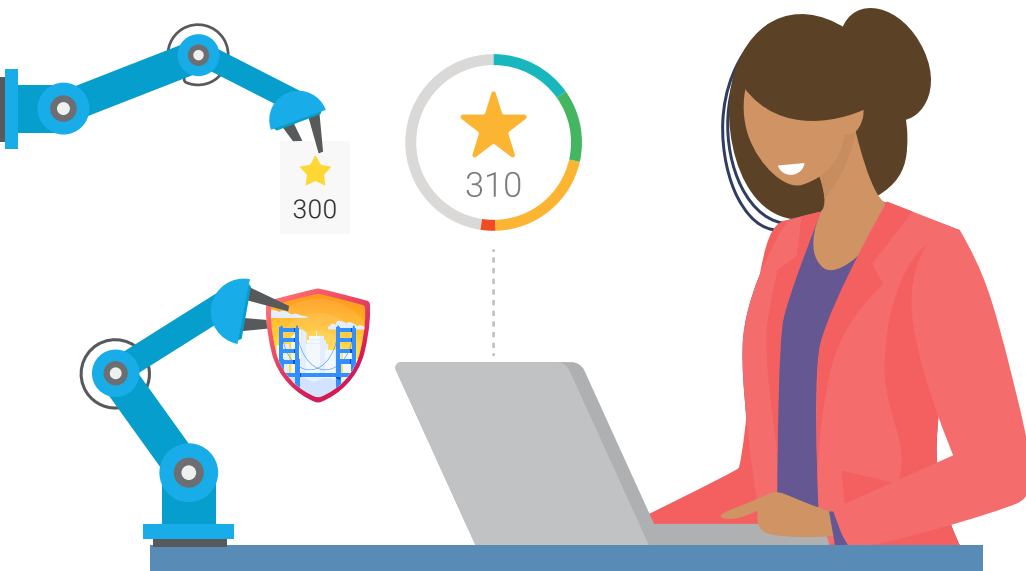
## Creating a seamless training experience

Employees expect a seamless training experience when moving from one course to another or from one learning goal to the next. They also enjoy being able to **get recommendations** on what to learn next **based on their skills and job experience**.

Especially when taking self-paced courses, not needing to contact someone for small tasks such as enrolling in a group is a big plus. Learners will appreciate that the company has **considered their learning goals** and the access to personalized training to advance their skills. With automation, cookie-cutter training is a thing of the past.

# Conclusion

Automation is a part of most business processes and tools, so it only makes sense that it has significant benefits for training. One of the biggest advantages is that it **reduces administrative work** and leaves trainers with **more time to create great training content**.

Whether we're talking about instructor-led, self-paced, blended, or even micro learning, companies can make any type of training run smoothly.

One way to achieve this is to implement a learning management system (LMS) with a **powerful automation feature**.

**CYPHER Learning is a world-class, award-winning learning management system** (LMS) for businesses. The platform is known for delivering a great user experience while incorporating all the essential tools companies need to support efficient training and learning.

CYPHER Learning helps companies around the world manage all training activities, such as creating and delivering training content, evaluating employee performance, training clients and partners, and selling online courses on a large scale.

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