

# OFFLINE AND BLENDED LEARNING

*Manage your blended learning programme.*

Many businesses today offer fully blended learning programmes using a mix of learning interventions. Totara Learn allows you to manage a range of face-to-face learning events from internal classroom sessions to external workshops or small conferences.

Using Totara Learn, you can quickly and efficiently schedule events and see at a glance all upcoming training sessions with the dedicated seminar dashboards.

## ENABLE SELF-SERVICE OR WORKFLOW-BASED COURSE BOOKINGS

With user-friendly, self-service booking systems, learners can find and choose the course and session right for them and manage their booking directly. Once booked, event details can be saved to a learner's (and their manager's) calendar using the iCal standard for Outlook, Google and a range of other calendar systems.

Learners can also declare interest in attending a session where there are no current sessions available or a known date for the event, allowing learning and development teams to easily assess the demand for proposed training events.

Totara Learn also offers a range of workflows for a manager and training administrator-driven session booking including email based request and two-stage approval, re-booking based on previous attendance status, manual booking and pre-booked reservations for team members.

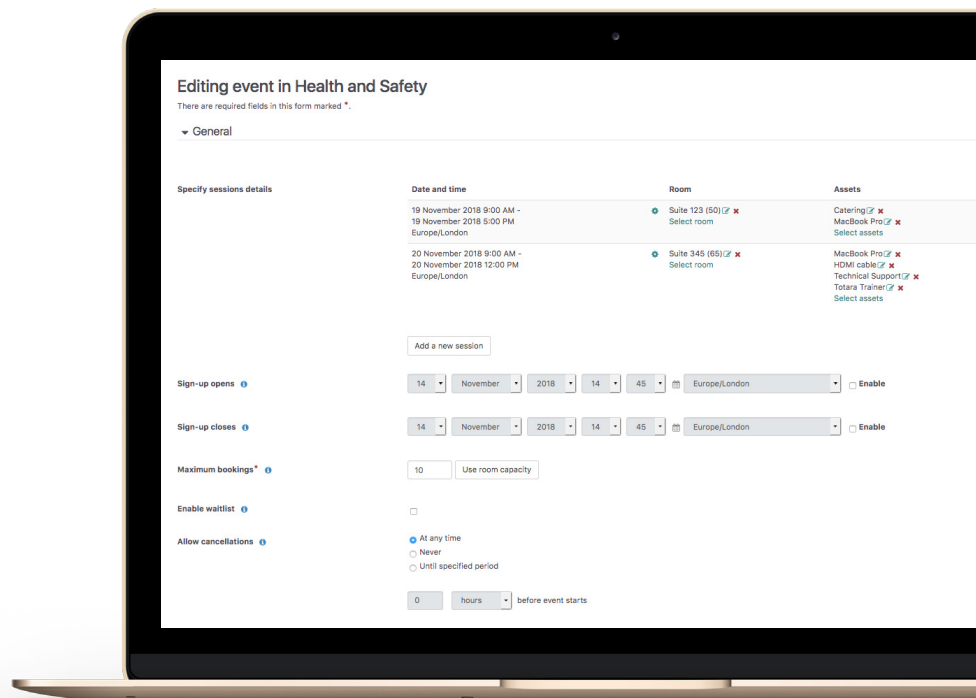
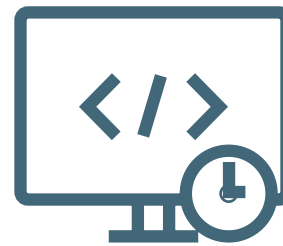


## **MANAGE LEARNING EVENTS** **AND KEEP EVERYONE IN THE LOOP**

Trainers and administrators can mark attendance at training events individually, in bulk or via a customisable signup sheet. With both small and large events easily managed within Totara Learn, attendance can be tracked and counted towards the professional development of your learners.

Sessions which are fully booked can employ a waitlisting system so any cancelled bookings can be offered to the next learner in line or by random lottery.

Automated, customisable, personalised and multi-language notifications alert learners and managers alike of booking confirmations, updates and reminders of upcoming events.



## **SCHEDULE THE RIGHT** **RESOURCES AT THE RIGHT TIME**

The inbuilt room management functionality allows administrators to create predefined rooms with address, capacity and equipment information and prevent double booking of training spaces.

Equipment such as laptops or projectors can also be created within Totara Learn and linked to training events, alongside trainers and services with scheduling conflicts identified quickly and efficiently.



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