

INCREASE EFFICIENCY | REDUCE RISK | GAIN PEACE OF MIND

You deliver the training.

We handle the time-consuming tracking
and administration.



J. J. Keller®

Training Program Management Service

 **J. J. Keller**
& Associates, Inc.®
Since 1953



“Training plays a huge role in protecting your workforce and minimizing your company’s risk. Managing and documenting your training is critical to demonstrating your compliance efforts. J. J. Keller is the safety and compliance leader with managed service solutions ... so you can rest assured you’re in good hands with our regulatory experts.”

Shaun Gunderson
Vice President
Managed Services
J. J. Keller & Associates, Inc.



“As a Client Service Specialist, the first thing I’ll do is audit your training records and plan to determine if you have any compliance gaps. Then, I’ll work with you to address those areas so you can reduce risk.”

Michelle Higgins
Client Service Specialist
J. J. Keller & Associates, Inc.

Let *us* oversee your employee training requirements— so *you* can take care of business.

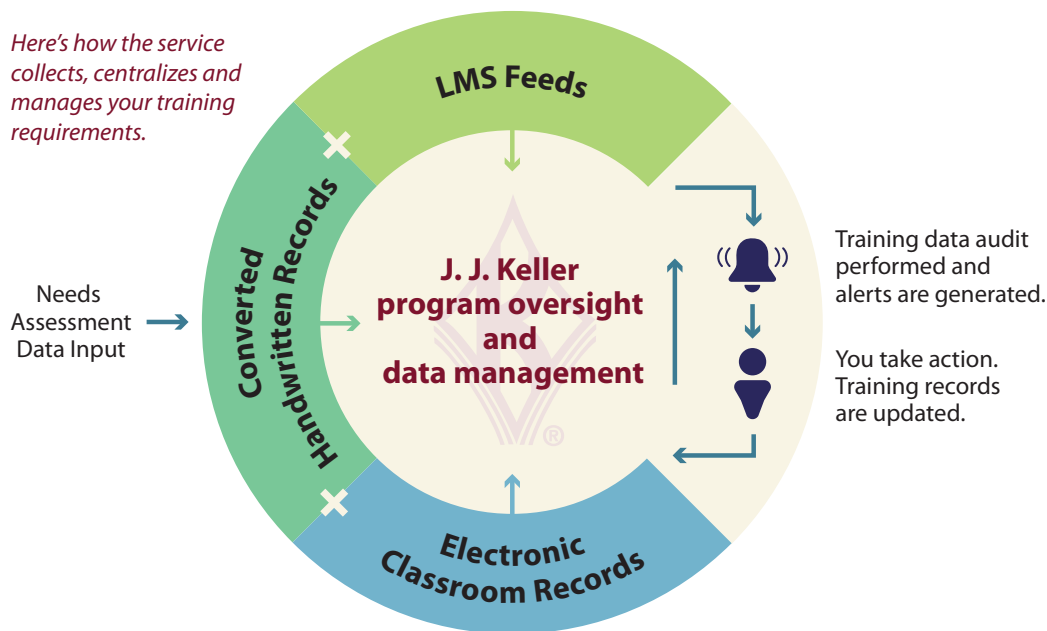
➤ Successfully managing your training program and ensuring compliance and consistency across multiple locations can put enormous demands on your time. You have to identify required training, schedule initial and refresher training, verify that necessary learning has occurred, and audit and retain the proper documentation.

Now you can leave all of that work to our experts, with the **J. J. Keller® Training Program Management Service**. Your dedicated Client Service Specialist will provide ongoing, proactive oversight of your training program and help ensure training requirements are met.

Specifically, your Client Service Specialist will:

- **Conduct an initial audit of your training records** to uncover gaps in required training
- **Track the current training status** of your employees
- **Audit training documentation** for proper completion
- **Manage training-related data** including courses taken, test scores, and training calendars from a variety of sources, such as Learning Management Systems (LMSs), classroom training, and J. J. Keller® Training On Demand
- **Create and maintain a secure storage center** for training verification and documentation
- **Communicate with location contacts** on overdue and upcoming training through system alerts and personal notifications

Here’s how the service collects, centralizes and manages your training requirements.



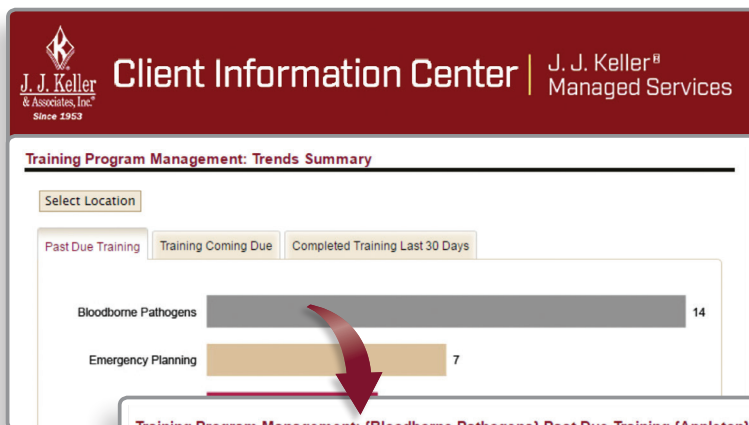
One service. Many benefits.

- With the **J. J. Keller® Training Program Management Service**, you'll have all of your training records from all of your sources (LMS feeds as well as paper and electronic classroom records) in one centralized, secure location.

You'll also enjoy:

- **Consistency** across multiple locations
- **Improved training oversight**
- **Peace of mind** that training requirements are met
- **Proof of "good faith efforts"** in the event of an accident or litigation
- **More time** to focus on other business needs

View the current status of your training program at any time via the online Client Information Center. You can view summaries, and then drill down for more detail.



The **Trends Summary** shows key training program metrics.

Training Program Management: {Bloodborne Pathogens} Past Due Training {Appleton} Location Employee List

>Trends Summary >Past Due Training: Locations >Past Due Training: Employees

Total Records: 4

Employee	Employee Code	Due Date	Days Past Due
Adams, John	12345	05/29/2015	11
Kendall, Jason	3278	05/21/2015	9
Braun, Ryan	84234	05/20/2015	4
Para, Manny	17665	05/29/2015	6

You can **drill down** by training topic, then location, to see training records for employees at that location.

Client Information Center | J. J. Keller® Managed Services

Employee Summary | Training History | Training File Images | Employee Profile

View by Method of Training: -- Select All --

View by Completion Date Range: From: To: Display Results

Total Records: 19

Training Topic	Course	Completion Date	Classroom Location	Instructor	Credits	Score	Minimum Score	Class Length	Training Method
PPE	Personal Protective Equipment: Employee Essentials	5/29/15	N/A	N/A	2	85%	80%	0:00:00	Online
PPE	Personal Protective Equipment: Employee Essentials	4/30/15	N/A	N/A	2	75%	80%	0:00:00	Online

You can see **training history** for a specific employee. We'll index and store your training-related documents such as certificates and quizzes. Documents are arranged by employee and can be opened and printed.

Trust the regulatory experts to manage your training compliance.

- **Regulatory Expertise** — We've been helping companies meet their safety and compliance goals for over 60 years. By partnering with us, you tap into an entire network of subject-matter experts.
- **Dedicated Associates** — Our Client Service Specialists have an average of 10 years of service and are well versed in handling recordkeeping for large, complex organizations. They'll work with you to ensure training compliance, answer your questions, and keep your best interests in mind.
- **Data Security** — Rest assured, your data is extremely important to us. Each of our associates is trained in data security, and must sign a legal confidentiality agreement. In addition, our on-staff privacy official maintains oversight of our written policy regarding the protection of client information.
- **Client Information Center** — Use this web portal to get immediate information on your training efforts and compliance, including all the work we're managing on your behalf. You can also use the reporting capabilities to view data from different perspectives.
- **Full Suite of Services** — Let J. J. Keller assist with all of your safety and compliance tasks with services that include:
 - FMLA Program Administration
 - Drug-Free Workplace Program Administration
 - Driver Qualification File Management
 - DOT Drug & Alcohol Program Management
 - Vehicle Licensing & Permitting
 - Vehicle Title & Registration
 - Regulatory Training & Consulting Services

When you partner with J. J. Keller, you join over 560,000 customers, including 90% of the Fortune 1000® companies. Over 95% of our clients stay with us year over year.

- Contact the J. J. Keller® Managed Services team today for a no-obligation discussion.
800.843.3174 ext. 8226
JJKeller.com/ManageTraining

