**Why is e-Learning good for you and your employee?**

Successful business results come from a well-equipped and flexible workforce. Part of the process of leveraging our intellectual capital is to utilize e-Learning.

Technology has shaped many aspects of our lives, and learning and development is no exception. The benefits can only be realized if we take advantage of what these tools have to offer.

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**What are the benefits for you as a manager or supervisor?**

* **Saves time, $ and increases productivity**
* No mileage or travel expenses
* No full day loss of work
* Module can be done in segments-20,30 minutes
* **Self paced-learning at employee’s own speed**
* Testing out feature-pretest determines learning path
* Review as often as you want
* Note taking feature
* Bookmark feature
* Just-in-time information
* **24X7 Access!**
* Work
* e-Learning Labs
* Home

**How to support your employee to get the most from e-Learning:**

* Help them select courses and books that fit their development plan
* Provide ‘learning minutes’ per week/month
* Encourage employee to schedule ‘learning appointments’ for 30 minutes to an hour and to keep them as they would customer appointments
* Don’t interrupt learning time
* Follow up with your employee and talk about how they use their learning
* Recognize your employee when they complete a course
* Take a course yourself

Please take advantage of the attached resources to best leverage the tools and resources available to you and your employees.