



Modernizing Employee Training:

THE PAPERLESS PLAYBOOK

The power of going paperless
(and other benefits of digitization)

Picture this:

A clunky, rusted bicycle squeaking along, trying to keep up as dozens of sleek and shiny e-bikes breeze past. In today's fast-paced world, **traditional employee training methods are much like those old bikes.** They're trying to keep up with the supercharged modern wheels hitting the roads, but, in reality, they're packed with problems that slow down the journey.

Fortunately, there's a solution. Gliding downhill with the wind in your face and nothing but the sunset's shadows chasing you; that's how adopting modern paperless employee training feels. Let's explore the open roads that lay ahead.



Includes a checklist for transitioning to a paperless workforce enablement system at your organization.



10 downsides

to relying on a paper-based approach



You wouldn't hit the road with a flat tire, so why let outdated training processes hold you back from getting to where you need to be?

In the hyper-connected and fast-paced business world, competitors are utilizing every optimization they can. Particularly, when training their new team members. Using outdated systems can burden your business in more ways than you might think, such as:

1

Limited analytics

Traditional methods often lack mechanisms to gather detailed analytics on employee engagement, learning progress, and areas of difficulty. This information can be crucial for improving training programs.

2

Poor interactivity and engagement

Traditional methods often rely on one-way communication, lacking interactivity and engagement. Employees might find it hard to stay motivated and focused when faced with static materials.

3

Collaboration hurdles

Traditional methods can make collaborative learning and peer interaction challenging, reducing opportunities for employees to learn from each other.

4

Scalability problems

As organizations grow, traditional training methods become increasingly difficult to scale effectively. It becomes harder to ensure consistency and quality across all training sessions.

5

Lack of real-world application

Traditional methods might focus on theoretical knowledge without providing practical applications, making it harder for employees to transfer their learning to real-world situations.

6

Limited interactivity

Paper-based training materials lack interactivity, thus, making it nearly impossible to effectively engage frontline workers. Interactive elements such as quizzes, leaderboards, challenges, games, and videos can enhance engagement and knowledge retention, which is often lacking in traditional paper-centric training.

7

Environmental impact

Reliance on paper-based materials contributes to environmental concerns due to the consumption of paper and the waste generated.

8

Archiving and storage

Organizing, archiving, and retrieving paper documents from physical filing systems can be much slower than searching within a digital database.

9

Challenging to update

Keeping paper-based materials up to date is cumbersome and expensive. Frontline operations and regulations can change frequently, and updating printed materials requires reprinting and redistributing, leading to outdated or incorrect information being circulated.

10

Limited accessibility

Frontline workers might not always have access to physical training materials, especially if they're on the move or working remotely. Digital training platforms can be accessed from various devices, making learning more accessible and flexible.

Speed matters, as does upholding race rules and regulations. When compliance hurdles emerge, victory's horizon seems distant. Yet fear not, for digitizing your training program can pave a smooth path to conquering compliance challenges.



More than just speed, integrity is at stake



Achieving compliance is simple when using Axonify

Just as a seasoned cyclist needs a sleek, state-of-the-art bike to navigate rugged terrains efficiently, your organization requires a streamlined and automated approach to employee training for compliance. This approach isn't just an advantage—it's the competitive edge that propels you ahead in the race toward maintaining compliance.

Axonify can provide a streamlined and automated process to ensure employee competence and adherence. Below are ten reasons an all-in-one training solution, such as Axonify, can help your business stay compliant:



Consistency across the board

Ensuring that every employee receives the same level of training and information is a challenge with manual methods. Automation guarantees consistent training delivery, reducing the risk of knowledge gaps and non-compliance due to inconsistent training.



Accurate tracking and reporting

Automated systems provide accurate tracking of employee progress and completion. This creates a clear audit trail that demonstrates the organization's commitment to compliance and makes regulatory audits smoother and more efficient.



Personalized learning paths

Different employees have varying levels of familiarity with compliance requirements. Automation enables the creation of personalized learning paths, tailoring training content to individual needs and ensuring maximum engagement and comprehension.



Efficiency in training delivery

Manual training methods can be time-consuming and resource-intensive. By automating training processes, organizations can deliver crucial compliance information efficiently and consistently to a larger audience, saving time and resources.



Real-time updates

Compliance regulations are subject to frequent changes. An automated training system allows organizations to swiftly update training materials to reflect the latest standards, ensuring employees are always informed and up to date.



Scalability without compromise

As organizations grow, manual training processes become harder to manage consistently. Automation allows for easy scaling of training efforts while maintaining quality and adherence to compliance standards.



Reduced risk of non-compliance

Automated training ensures that employees receive the necessary knowledge and tools to meet compliance requirements. This reduces the likelihood of unintentional violations that can lead to severe legal and financial consequences.



Resource and cost optimization

Automation reduces the need for physical training materials, printed handouts, and dedicated training sessions. This translates to cost savings and a more sustainable approach to compliance training.



Enhanced employee engagement

Interactive and multimedia elements in automated training make learning more engaging and dynamic, leading to better retention of compliance information.



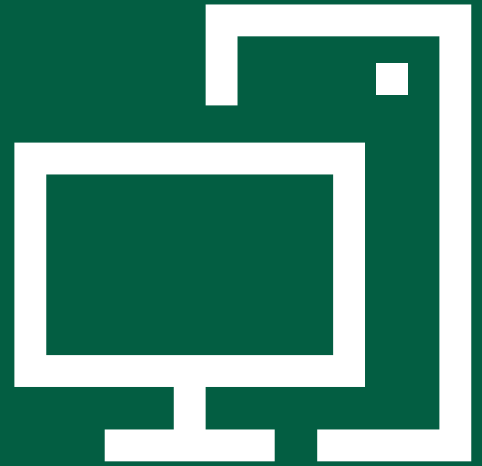
Focus on strategic initiatives

Automation frees up time and resources that can be redirected towards strategic initiatives rather than manual training administration.



Pump up your tires with Axonify

6 powerful features that will capture your employees' attention and bolster your bottom line.



From training and measurement to mobile learning, skills development, enhanced communication, and operations, Axonify offers industry-leading workforce enablement solutions to drive business impact and provide outcome-focused insights to managers and leaders.

Seamlessly guide your transition from paper to paperless with these six features:

1

Evaluations

Monitoring worker behavior can be demanding. Though, it's an integral part of any robust workforce enablement process. Thankfully, virtual behavior evaluations simplify this task by allowing users to submit evaluation records for assessment. Leaders can easily track the number of outstanding Behavior Forms at a glance, which helps highlight any patterns in employee behavior and keep managers aligned. On the employee side, frontline workers receive personalized feedback to spark continuous skill enhancement. Want to learn more about performing behavior evaluations? Check out [this Quick Tip video](#).

2

Manager Assigned Path

Unlocks the power for managers to create unique learning journeys which open doors to new skills for each employee, while also prioritizing roles that the business needs. [Check out this Quick Tip video on Manager Assigned Paths](#).

3

Certification

Designed to simplify the employee certification process for role-specific responsibilities: Create recurring certifications, spanning from monthly refreshers to a full decade of expertise renewal. Embrace a plethora of flexibility and customization options and enjoy tailored solutions for diverse roles and skill tiers within your organization. Not sure how to set up a Certification program? [Visit this Help Center article to learn more](#).

4

Discover

This powerful tool connects your employees to the resources they need, exactly when they need them. Think of it as a centralized library of information where employees can search for anything related to their job or even learn new skills, right at their fingertips. You can leverage subject matter experts and leaders as content creators. You can even open up the library to your frontline employees for their unique contributions. It's a great way to tap into the knowledge that might only come from experience on the job. If you're already using Discover and looking for useful tips, tricks, and best practices, check out this article on [How to Optimize Discover](#).

5

Self-Directed Programs

Empowerment takes the spotlight with our Self-Directed Programs—a domain where cross-training and upskilling meet tailored excellence for distinct roles. The cherry on top? Employees hold the reins, enjoying the liberty to enroll themselves and embark on their personalized growth journeys. Check out this [Guide to Self-Directed Learning](#) to learn more about making the most of this feature.

6

Reporting Capabilities

Perhaps the most powerful Axonify feature of all is our robust reporting capabilities. Sophisticated reports unveil a wealth of behind-the-scenes platform data. Discover which games are capturing the hearts of your employees, which devices they favor, and which training content truly strikes a chord (or falls flat). These supercharged insights enable you to pinpoint precisely what resonates with your frontline workers or identify the areas in need of a refresh.

Together these features work to craft a powerfully targeted and ultra-efficient skill evaluation and certification process. One that employees are thrilled to participate in. Prepare for the unleashed potential of precisely honed, individualized training experiences that set the stage for unparalleled growth for every team member.

What our customers have to say about going digital

We love helping our customers achieve and exceed their goals



[Walmart](#), a long-term customer of ours, began using Axonify to help employees build, sustain, and share knowledge in a fun, engaging, and gamified way. Walmart personalized learning to target and close individual knowledge gaps, giving employees the confidence to perform their roles to the best of their ability. Today, more than 75,000 Walmart associates in more than 150 distribution centers across the United States engage with the Axonify solution, making stacks of paper documents and collaboration hurdles, a thing of the past.



[Lowe's partnered with Axonify](#) to create Lowe's U, a one-stop shop for personalized, bite-sized training, communications, and on-demand job aids and resources. It's all accessible on the devices they're already using, so they can keep the learning going without leaving the floor. For example: Over 80% of Lowe's associates log in between two to five times a week for fast training sessions to reinforce critical information and get them up to speed on new developments, thereby making the shift from paper to digital that much more impactful.

Foot Locker

Leading footwear and apparel retailer, Footlocker, has 44,000 team members and 3,000 stores. [Footlocker used Axonify](#) to rebuild and revitalize its training program. The Footlocker team was able to develop a cohesive, consistent learning strategy for store teams and leadership without relying on a slow paper distribution model. The best part is the measurable data they received to reinforce their team's knowledge growth. The magic is in AI-powered daily reinforcement training which helps employees perform at their best. See it in action: [Watch this video](#) to dive into the power of daily reinforcement training.

Thanks to our partnership with valued customers like you, we've empowered frontline workers and assisted numerous clients in maximizing their use of Axonify for a paperless transition.



Checklist:

Pssst...

We know your leaders want to ensure you're in good hands. This is why we created the below checklist.

Introducing a paperless workforce enablement system at your organization

Wave goodbye to paper and enhance employee performance

- ☐ **Performance assessment and transition planning**
 - Evaluate the current paper-based training program.
 - Define objectives and timelines for the transition to Axonify (if you haven't already made the leap).
 - Allocate resources and designate responsible individuals.
- ☐ **Data migration and content conversion**
 - Plan for how the migration of paper records will switch to a digital format.
 - Prepare for converting training materials into digital content.
 - Ensure data accuracy will be prioritized during the migration process.
- ☐ **Training and support**
 - Allocate resources to train staff on how to use the new digital training platform effectively.
 - Prepare to provide ongoing support and resources for employees.
- ☐ **Identify reporting metrics**
 - Identify key success metrics
 - Identify users and stakeholders you'd want to gather intel from to measure success.
 - Set aside time to review and update the digital training program to stay current and effective.
- ☐ **Utilize Axonify to maintain support for evolving needs**
 - Continuously improve and expand digital training content.
 - Work with your Customer Success Manager to ensure you're maximizing user engagement and support.

This checklist is your roadmap for leading your organization toward a streamlined and paperless employee training program, making the transition a breeze.