

# OFFLINE AND VIRTUAL LEARNING

*Manage your offline, virtual and blended learning programs.*

Whether you're managing events outside of your Learning Management System or supporting on-the-go and offline learners with Totara Mobile, Totara Learn provides the tools you need to deliver a variety of learning and development methods.

Many business today offer fully blended learning programmes using a mix of learning interventions. Totara Learn allows you to manage a range of offline and virtual classroom events, from small workshops to large 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

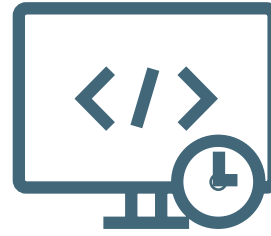
With user-friendly, self-service booking systems, learners can find and choose the course and session right for them and manage their booking directly. Once booked, event details can be saved to a learner's (and their manager's) calendar using the iCal standard for Outlook, Google and a range of other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



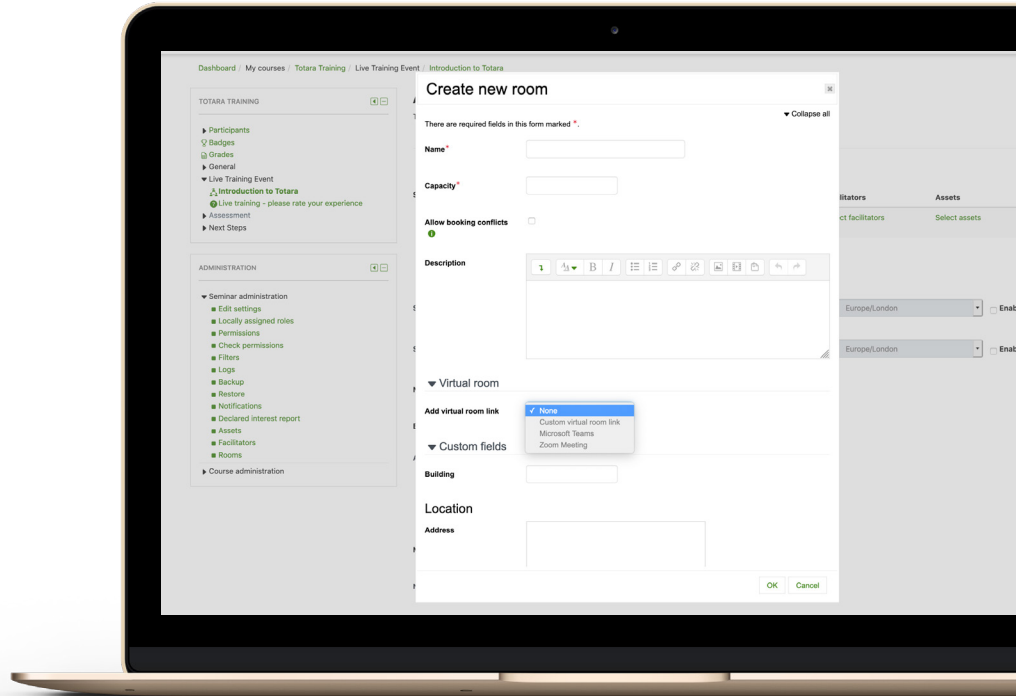
# MANAGE LEARNING EVENTS AND KEEP EVERYONE IN THE LOOP



Trainers and administrators can mark attendance at training events and sessions individually, in bulk or via a customizable signup sheet. With both small and large events easily managed within Totara Learn, attendance can be tracked, marked and counted towards the 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, customizable, personalized 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 and services such as laptops or catering can be created and linked to events, and both internal and external session facilitators can be scheduled to attend training sessions.

Totara Learn also includes a close integration with Microsoft Teams and Zoom to create a corresponding virtual meeting room for your online training sessions and webinars. If your organization uses a different web conferencing software application, you can easily enter in the unique link to attend your virtual event.

## CONTACT YOUR TOTARA PARTNER

Hubken Group

e-Innovation Centre

Priorslee, Telford

Shropshire TF2 9FT

[www.hubkengroup.com](http://www.hubkengroup.com)

0330 660 1111

