ELYXYR
Infusing Efficiency

Staff Development Portal

Organizations are under constant pressure to keep staff educated in a multitude of subjects, from regulatory compliance standards, corporate policies and procedures to health and safety. eLearning has moved such training from the classroom to the computer to be taken at the convenience, comfort and pace of each individual staff.
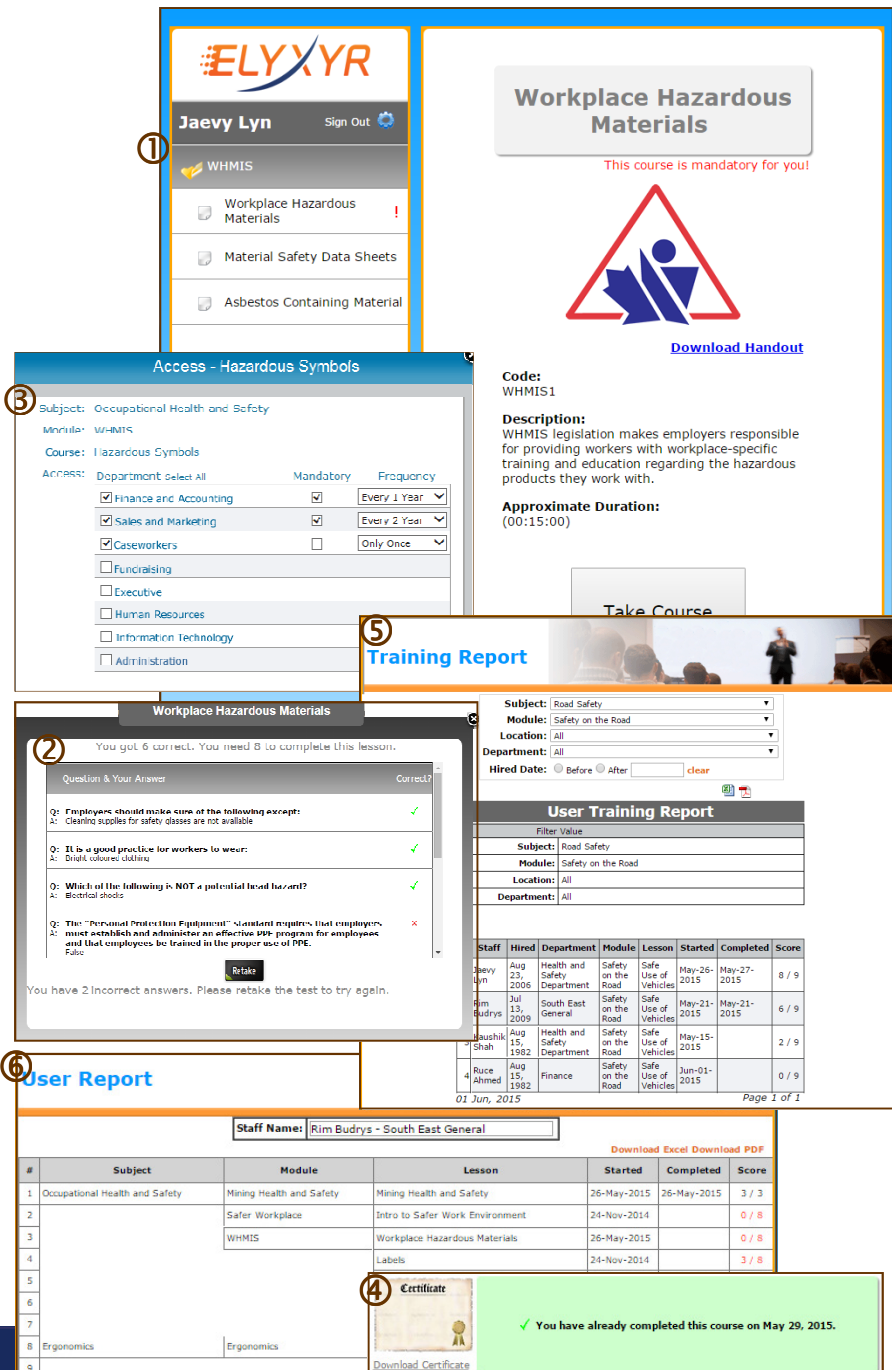
Elyxyr's Staff Development Portal is a **simple**, **web-based** learning management portal that provides a medium for staff eLearning, and a **centralized** platform to manage training materials, record-keeping, tracking and reporting.

___ Features ___

- Create a **training plan** for all employees, department-wide or individually, and notify staff of their training requirements

- **Upload** training content and handouts created with various authoring tools

- Organize course content into subjects and modules of **short durations** to fit staff's daily schedule ①

- Create **randomized multiple-choice quizzes** to ensure staff's understanding of the training material ②

- Provide **hints** on quiz questions to assist staff in their recollection of the training material

- Create quiz questions containing answers in form of **images** and symbols

- Establish a **cycle** of how often the test needs to be retaken ③

- **Streamline** training administrative process

- Provide staff with **Certificate of Completion** ④

- Monitor organization's **compliance** to regulatory requirements

___ Reports ___

- Generate **training report** listing staff who have taken the training ⑤

- Access individual staff's **training history** ⑥

- Report on staff who are staff who are **past due** to take their training

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① WHMIS — Jaevy Lyn (Sign Out)

- Workplace Hazardous Materials !
- Material Safety Data Sheets
- Asbestos Containing Material

Workplace Hazardous Materials

This course is mandatory for you!

Download Handout

Code: WHMIS1

Description:
WHMIS legislation makes employers responsible for providing workers with workplace-specific training and education regarding the hazardous products they work with.

Approximate Duration: (00:15:00)

Take Course

③ Access - Hazardous Symbols

Subject: Occupational Health and Safety
Module: WHMIS
Course: Hazardous Symbols
Access:

Department Select All	Mandatory	Frequency
☑ Finance and Accounting	☑	Every 1 Year
☑ Sales and Marketing	☑	Every 2 Year
☑ Caseworkers	☐	Only Once
☐ Fundraising		
☐ Executive		
☐ Human Resources		
☐ Information Technology		
☐ Administration		

② Workplace Hazardous Materials

You got 6 correct. You need 8 to complete this lesson.

Question & Your Answer	Correct?
Q: Employers should make sure of the following except: A: Cleaning supplies for safety glasses are not available	✓
Q: It is a good practice for workers to wear: A: Bright coloured clothing	✓
Q: Which of the following is NOT a potential head hazard? A: Electrical shock	✓
Q: The "Personal Protection Equipment" standard requires that employers must establish and administer an effective PPE program for employees and that employees be trained in the proper use of PPE. False	✗

Retake

You have 2 incorrect answers. Please retake the test to try again.

⑤ Training Report

Subject: Road Safety
Module: Safety on the Road
Location: All
Department: All
Hired Date: ☐ Before ☐ After _____ clear

User Training Report

	Filter Value
Subject:	Road Safety
Module:	Safety on the Road
Location:	All
Department:	All

Staff	Hired	Department	Module	Lesson	Started	Completed	Score
Jaevy Lyn	Aug 23, 2006	Health and Safety Department	Safety on the Road	Safe Use of Vehicles	May-26-2015	May-27-2015	8 / 9
Rim Budrys	Jul 13, 2009	South East General	Safety on the Road	Safe Use of Vehicles	May-21-2015	May-21-2015	6 / 9
Kaushik Shah	Aug 15, 1982	Health and Safety Department	Safety on the Road	Safe Use of Vehicles	May-15-2015		2 / 9
4 Ruce Ahmed	Aug 15, 1982	Finance	Safety on the Road	Safe Use of Vehicles	Jun-01-2015		0 / 9

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⑥ User Report

Staff Name: Rim Budrys - South East General

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#	Subject	Module	Lesson	Started	Completed	Score
1	Occupational Health and Safety	Mining Health and Safety	Mining Health and Safety	26-May-2015	26-May-2015	3 / 3
2		Safer Workplace	Intro to Safer Work Environment	24-Nov-2014		0 / 8
3		WHMIS	Workplace Hazardous Materials	26-May-2015		0 / 8
4			Labels	24-Nov-2014		3 / 8
5						
6						
7						
8	Ergonomics	Ergonomics				
9						

④ Certificate

✓ You have already completed this course on May 29, 2015.

Download Certificate