

WE PROVIDE ADMINISTRATIVE SERVICES ON

LEARNING MANAGEMENT SYSTEMS TO OVER 300 COMPANIES WORLDWIDE.



INTRODUCING
**VIRTUAL SERVICES
– COMPLIANCE MANAGEMENT**

BETTER COMMUNICATE AND TRACK COMPLIANCE INITIATIVES

WITHIN YOUR ORGANIZATION'S SCHEDULE.

Leverage the capabilities of our Compliance Tracking Administration Services and enjoy the freedom that comes with it. We've provided compliance tracking services to hundreds of organizations, large and small. You'll work directly with a Virtual Administrator who is well -versed in LMS technologies and experienced with all the facets of various compliance programs. We'll help simplify the management of your compliance program, improve and execute communication with participants and track compliance by producing detailed and customized reports for customers, on schedule.

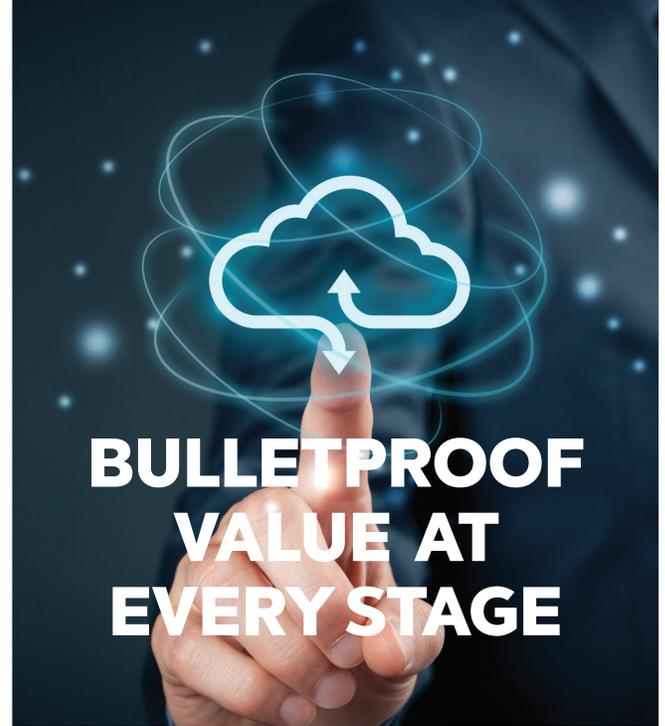


BULLETPROOF

a GLI* company

PUT YOURSELF IN A **BETTER POSITION:**

- Work with individuals who are part of a growing team that has administratively supported numerous compliance programs of varying sizes and nature.
- Never worry about sending out reminders and tracking program progress.
- With the Virtual Administration Team sharing workload, you ensure commitments are always met, despite unexpected absences or events.



**BULLETPROOF
VALUE AT
EVERY STAGE**

ACTIVITY	DELIVERABLE
CONTENT ASSIGNMENT	Ensuring that appropriate content access assignments are made for users in Customer's LMS
ACCOUNT CREATION	Using batch files provided by the Customer, ensuring that individual accounts have been created in Customer's site, and that access is granted as appropriate.
COMMUNICATION	Using batch files provided by the Customer, sending out email communication to Customer audience (as approved by Customer) inviting students/ employees to take the training, and providing them with instructions for accessing the training. (where / how / when / login and password details.)
REPORTING	On a scheduled basis (e.g. monthly, quarterly), producing a compliance report for Customer, detailing which individuals have been assigned the training, which of these have completed the assigned training, and which of these are still required to take the assigned training
COMMUNICATION/REMINDERS	Upon Customer's approval, sending out email reminder communication to non-compliant students, reminding them to complete the assigned training, and re-enforcing the deadline (if any.)