

THE REDWOODS INSTITUTE IS EVOLVING:

Here are our New Features

On October 31st, 2016, The Redwoods Institute will move to a new Learning Management System—Cornerstone OnDemand. This move marks the beginning of our ongoing transition from compliance-focused training to comprehension-focused learning.

Among the new innovations are several new features, designed to make both the learning and administration process more consistent, accessible and effective.

THESE NEW FEATURES INCLUDE:

System Structure

Organize users, assign training, and report on completions based on 5 new organizational groups. Contact us if you'd like to customize Organization, Department, or Job Title.

- **Organization:** branches, camps, program sites, and other physical locations you have.
- **Program Area:** aquatics, youth, camp, wellness, and others.
- **Department:** childcare, group fitness, competitive swimming, and other employee departments you have.
- **Job Classification:** full time employee, part time employee, or volunteer.
- **Job Title:** lifeguard, aquatics director, site coordinator, or any other job title you use.

Policy Management

Upload and manage your policies, such as Code of Conduct or Personnel Policy. Employees can electronically sign policies in the system and administrators can track records of who has signed. If you have different policies for different positions (e.g. volunteer policy, part time policy, full time policy) you can set visibility based on any system structure.

Certification Management

Employees are able to upload and track any external training. This includes certifications (e.g. First Aid, CPR, AED, etc). Employees can also upload an attachment, such as the certification card. Administrators can report on external trainings in the same way as any other training.

Training Notifications

Custom email notifications can be sent to your staff when training is due, or when training is assigned.

Reporting

Administrators can segment reports by any system structure (organization, department, etc). Reports can be emailed on a schedule to save administrators time.

Data Upload

If you'd like to upload external training, upload new users, or add any data to the system—we can upload that via a spreadsheet. No need to manually update records, or individually add training. It can all be added at once via spreadsheet.