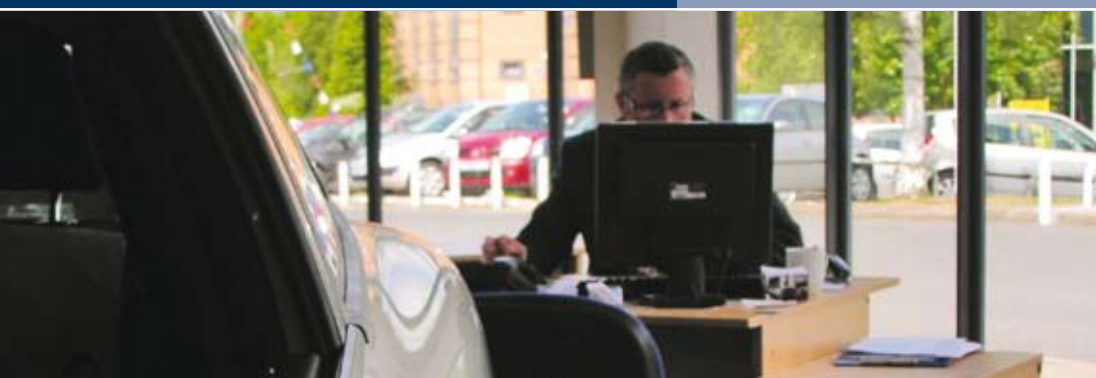




CREATING YOUR BUSINESS ADVANTAGE



i learn@adp

Online training portal

Introduction

iLearn@adp is the new ADP online training portal. It provides access to a range of invaluable training tools and facilities:

- Training Needs Analysis
- Self-paced e-learning
- Live web-based training
- Individual training records
- Classroom course schedules
- Reports and summaries

Training Needs Analysis

iLearn@adp provides structured Q&A test exercises. These are based on individual roles and responsibilities to enable staff to self-assess their understanding and knowledge of Autoline. Having completed the Training Needs Analysis you will receive a report that details the training requirements for each member of staff.

Self-paced e-Learning

iLearn@adp includes a range of free-of-charge foundation lessons which provide all users with the knowledge of how to get started on Autoline.

Live web-based training

iLearn@adp delivers regular free-of-charge training sessions to cover specific aspects of the Autoline system. The topic areas and schedules are based according to demand and to address any hot topics, for example, VAT changes.

New Autoline users can access these sessions to gain helpful hints and tips enabling them to grow confidence and expertise.

Individual training record

Each member is given a 'Training Passport' - a personal training record that shows each individual how they have progressed with their learning. The Passport tool also enables training certificates to be printed where appropriate.

Classroom course schedules

Use iLearn@adp to access the instructor-led classroom training schedules and the catalogue of online learning. These can be used in conjunction with the results from the Training Needs Analysis to arrange a training plan for each member.

Experienced users requiring a refresher course are able to build their knowledge and increase competency levels by attending the appropriate courses.

Reports and summaries

Reports will be provided for you to manage training progress and budgets covering the following:

- Progress by organisation
- Training Needs Analysis by organisation
- Training schedule by organisation

We also offer bespoke report developments which will enable tailored output from iLearn@adp to meet your business requirements. These are not included as standard and will incur additional charges.

Bespoke online training – an additional service

ADP offers bespoke iLearn@adp training courses which are specific to your individual processes. These can be used to provide a safe practice area for learning away from a live system.

Bespoke online training is subject to additional charges. Further information is available on request.

iLearn@adp - the benefits for Autoline users

- Available online 24/7– access from place of work or home
- Avoids spending time away to attend classroom training courses
- Learning can be stopped, paused, skipped or repeated – there are no time pressures
- Real life scenarios are created with hands-on exercises to reinforce learning
- iLearn@adp includes a Training Passport of achievements and experience. This is transferable between roles and employers.

iLearn@adp – the benefits for companies

- Eliminates costly travel and hotel expenses
- Avoids staff spending time away from the office
- Ensures consistent and up-to-date delivery of training material
- Ensures all users reach a minimum benchmark of system understanding
- The Training Needs Analysis provides an overview of knowledge and competencies by user and identifies 'training' gaps
- Return on investment increases as staff gain more knowledge and competency in using the Autoline dealer management system
- Allows users to design a tailored training programme to suit their own needs
- It will help to retain good staff through an investment in key personnel and training them for the job, improving staff engagement and morale.

Register for iLearn@adp

Contact your account manager or one of our training coordinators to register your business on iLearn@adp.

iLearn@adp is made available by company subscription on a named user basis.

ADP Training

With more than 30 years of experience in training automotive professionals to use the Autoline dealer management system, ADP is well equipped to deliver the best training available in the industry. ADP courses are delivered by fully qualified and experienced trainers, certified by the IMI, the awarding body for the retail motor industry.

Each year, ADP runs 350+ classroom based courses and trains over 3,000 people, helping individuals to grow in their role and maximise the power of Autoline. ADP courses are designed to help drive best practice and help dealers maximise the value of their investment in Autoline.



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