ThinkHR Training Overview

EMPLOYER ACCESS

ThinkHR offers a web-based training program that allows you to provide high-quality, compliant training for your workforce without hiring expensive trainers, and without spending time preparing and delivering presentations.

INVITING YOUR EMPLOYEES

Registered Users will log into ThinkHR Live online and select the HR Training Access link at the top right of the screen. Once the link is selected, a new window will appear with several resources that the employer will use to facilitate a training program for their employees.

Sample Training Invitation – Employers will click on the link and copy/paste the text that appears into an outgoing email message to send their employees a training invitation. Highlighted sections will need to be customized by the employer prior to sending.

NOTE: When editing the Sample Training Invitation, do not alter the website address or user login information.

Employers are encouraged to login to the training site themselves to preview any courses they wish. Simply use the training website address and Client Login information provided on the **Welcome and Thank You for using ThinkHR Training!** screen.

LEARNER/EMPLOYEE ACCESS

All participants will access the training website using the same standard website and ID/Password. Employees will receive this information from the Training Invitation the employer sends. Once the individual has logged in, s/he will be able to choose the proper course from "My Course Libraries". Selecting the exact course title will prompt the employee to register before beginning the training.

PAUSING/EXITING TRAINING

General Courses – Courses are typically 20-30 minutes in duration. Employees may pause the video at any time or go backwards or forwards using the Table of Contents. There is no cap on the amount of time one can spend on the course, however, if the employee exits mid-training, the session will end and be considered Incomplete. *Employees must watch the entire training video and pass the quiz in order for a session to be completed.*

CA AB1825; Sexual Harassment Prevention – By law this course must last a minimum of 2 hours. Due to the length of the course and the legal requirements, employees are allowed to stop mid-session and log back in at a later time to complete the training. Upon registering the employee will receive an email with a UNIQUE ACCESS CODE to re-enter where s/he left off. Just as with the other courses the employee must complete the final quiz in order for the course to be considered complete.

COMPLETING THE TRAINING

Once an employee has completed a training session and passed the final quiz, s/he will see a link to "Generate Certificate" which will provide the employee's Training Certificate in PDF. This can then be emailed to the supervisor or HR manager and can also be printed to keep on record. ***A link for the Training Certificate will also be sent to the employee's email address.***