

Helping You Work Smarter with KnowledgePass

When you work with Kronos Services, you get the experience you expect, along with a wide range of educational options to help you work smarter. Get new employees up to speed quickly with in-depth training. Develop the skills of your existing team members. Kick off implementation or upgrade projects on the right foot with proper training and education. The more educational resources you and your employees have access to, the more productive you'll all be on the job. And the greater impact you can make on your organisation's bottom line.

KnowledgePass™ is an online educational portal that provides 24/7 anytime-anywhere access to in-depth training content to help your employees maximise productivity and achieve their goals — from implementation to optimisation. Gain instant access to helpful tutorials, job aids, in-depth, hands-on how-tos, virtual labs, webinars and educational documents to help your team succeed. Support your managers, end-users, administrators and IT staff members with access to the educational content and support tools necessary to set up, complete, track and measure training activities. Plus, KnowledgePass offers the convenience of online learning with the cost savings of a subscription service.

Provide the educational tools that prepare your team for success

Prepare your project team for implementation with KnowledgePass, complemented with instructor-led training courses. Access a wide variety of education options that help you define the learning paths that meet the individual training needs of your employees and promote self-sufficiency. When you provide your team with thorough training far in advance of your project, they'll have the skills and knowledge to lead with confidence and complete your project quickly and accurately.

With KnowledgePass, managing end-user training is quick and easy with intuitive features that allow you to add, edit, remove or organise users by relevant, customisable categories. You'll be providing the hands-on experience and product knowledge that will increase user comfort level and promote rapid adoption. Plus, you'll have access to training tools that streamline employee onboarding, along with reporting capabilities that monitor the learning activity of new hires.

Build learning paths specific to user learning needs

Work with the easy-to-use tools to identify content that is right for your users and add them to a learning path that you assign to those users. Need help? Work with one of our Kronos subject-matter experts to help you identify the appropriate tasks for and assign the relevant learning path to your users.

Give users access to content from your learning management system (LMS)

You can give your Kronos users access to KnowledgePass content from your own LMS, pointing thousands of Kronos users to a single location to sign on for training. This premium feature allows you to manage content, assign courses and track user progress and performance in a familiar environment. KnowledgePass content, configured in Sharable Content Object Reference Manual (SCORM) format, works with dozens of popular learning systems.

Key Benefits

- > **ANYTIME, ANYWHERE ACCESS** to in-depth training materials without leaving the workplace
- > **MANAGE CONTENT AND TRAIN USERS** from one central location
- > **HELP EMPLOYEES MAXIMISE PRODUCTIVITY** on Kronos tools
- > **ACCELERATE END-USER ADOPTION**
- > **REINFORCE AND/OR UPDATE SKILLS**
- > **EASILY TRACK AND MANAGE TRAINING** to meet competency or compliance goals
- > **PROVIDE A CONSISTENT LEARNING EXPERIENCE** for employees

Core KnowledgePass resources

Training kits

Presentation files and job aids in the kits provide in-depth learning content for your employees that you can tailor to more closely reflect your business practices.

User and manager training wizards

Point-and-click training wizards help end-users select the right training, based on their roles and products. Wizards help managers responsible for training and onboarding to identify and assign proper learning paths based on the individual end-user roles and on the organisation's objectives and priorities.

Tutorials

Self-paced training modules serve as classroom prerequisites for initial training or new features training or as refresher skills training.

How-to simulations

Guided, hands-on practice simulations of common tasks that provide effective refresher training or skills reinforcement.

Job aids

Handy, printable reference sheets with step-by-step instructions for performing common tasks supplement and support employee training to help ensure optimised system utilisation.

Sandboxes

Practice what you learned during administration and configuration classes in a live system environment to gain further confidence in your new skills and test drive new features.

Ask an instructor

A certified Kronos instructor is available daily to answer questions or provide feedback on course registrations, educational content and other education-related topics.

KnowledgePass Learning Live webinars

Monthly webinars, delivered by subject-matter experts, provide the opportunity to dive deeper into topics covered in training and highlight recommended best practices and uses of key features, topics in training and development, change management and more.

Reporting

Monitor user activity in KnowledgePass. Export data to popular reporting formats for customisation.

LEADING-EDGE FEATURES

- Advanced interface simplifies navigation and facilitates individualised learning paths
- Enhanced reporting tools allow managers to track course activity
- Easy-to-use wizards help managers assign training to users
- SCORM-format content available for access from your LMS