How to Make e-Learning Work for Your Business

October 2024

Texas Mutual® WORKERS' COMPENSATION INSURANCE | WORK SAFE, TEXAS

Agenda

- The benefits of using our e-Learning system for safety training
- How to develop an effective communication plan for employee onboarding
- Step-by-step guidance on setting up your account and assigning courses

Benefits of e-Learning

The Bottom Line

Cost-effectiveness

Compliance

Improved safety

Optimized for Learning

Flexibility

Accessibility

Retention

Communication Plan

Why Have a Plan?

- Prepare and reduce resistance
- Engage and motivate
- Guide and ensure consistency

Target audience

All levels, managers, supervisors

Messaging

Benefits, usage, expectations

Channels

Email, intranet, meetings

Timing

Lead time, generate interest

SAMPLE PLAN

Audience	Key Messages	Channels	Timing	Responsible
Leaders	Strategic importance - ROI - Promoting adoption	Briefings - 1:1 meetings	8-10 weeks before	CEO, L&D Dir. Safety
IT Dept	Tech requirements - Integration - Support	Tech briefings - Check-ins	8-10 weeks before	CIO, L&D Dir.
Managers	System overview - Supporting adoption	Workshops - Emails	6-8 weeks before	Safety, HR
Frontline	Benefits - Access & use - Available courses	Team meetings - Emails - Posters	4-6 weeks before	Supervisors, L&D
New Hires	Onboarding - Getting started	Welcome packet - Orientation	Ongoing	HR,Safety Supervisors

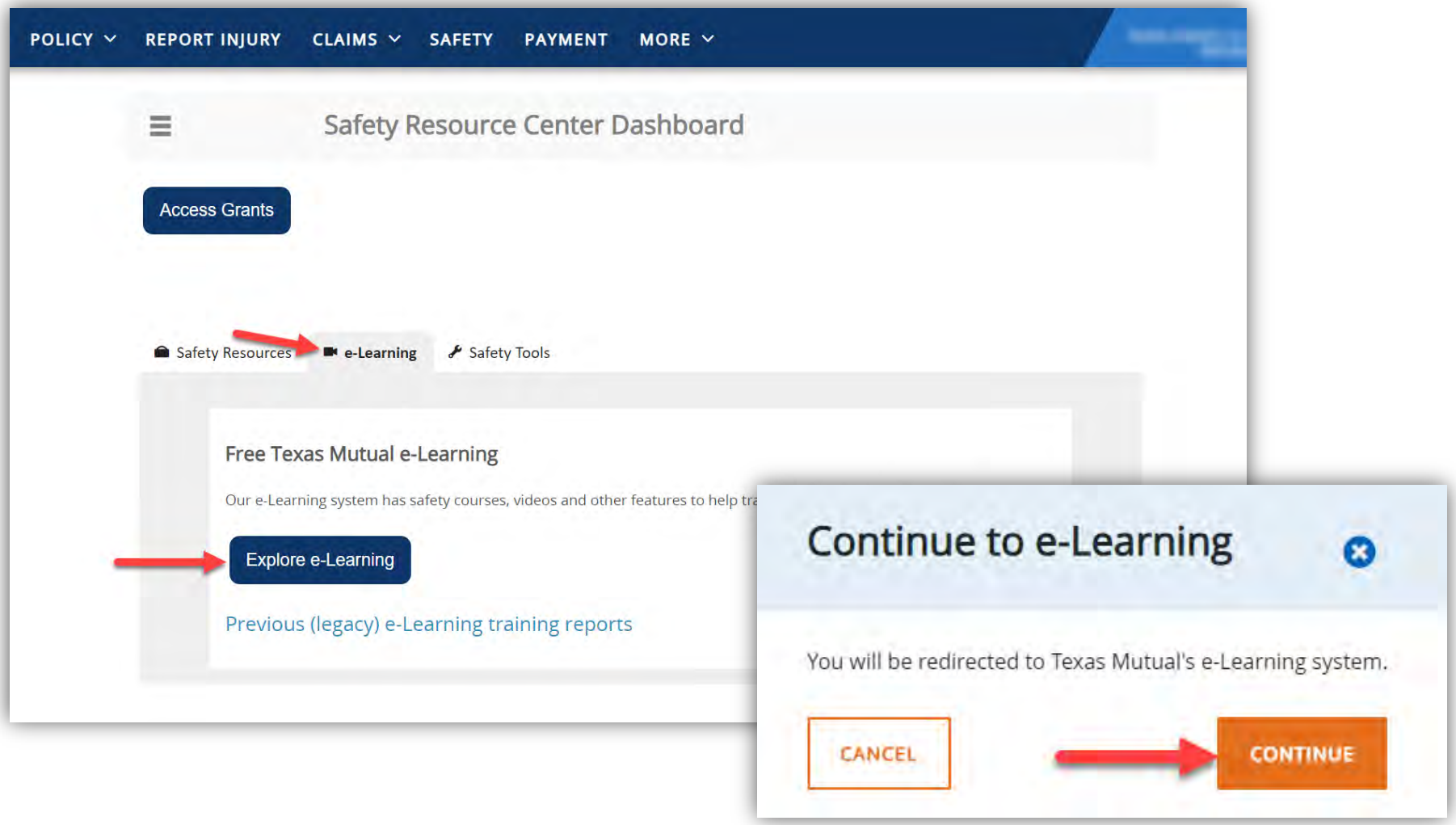
SAMPLE PLAN

Small business

Audience	Key Messages	Channels	Timing	Responsible
All Employees	E-Learning intro - Benefits - Expectations	Team meeting - Emails	2-3 weeks before	Owner
TMO Admin	Tech requirements - Troubleshooting	1:1 briefing - System training	1-2 weeks before	Owner with TXM
New Hires	E-Learning in onboarding - Getting started	Welcome packet - Orientation	Ongoing	Owner

Getting Started

e-Learning


POLICY
REPORT INJURY
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MORE
Safety Resource Center Dashboard
Access Grants
Safety Resources
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Safety Tools
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Our e-Learning system has safety courses, videos and other features to help tra
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CONTINUE

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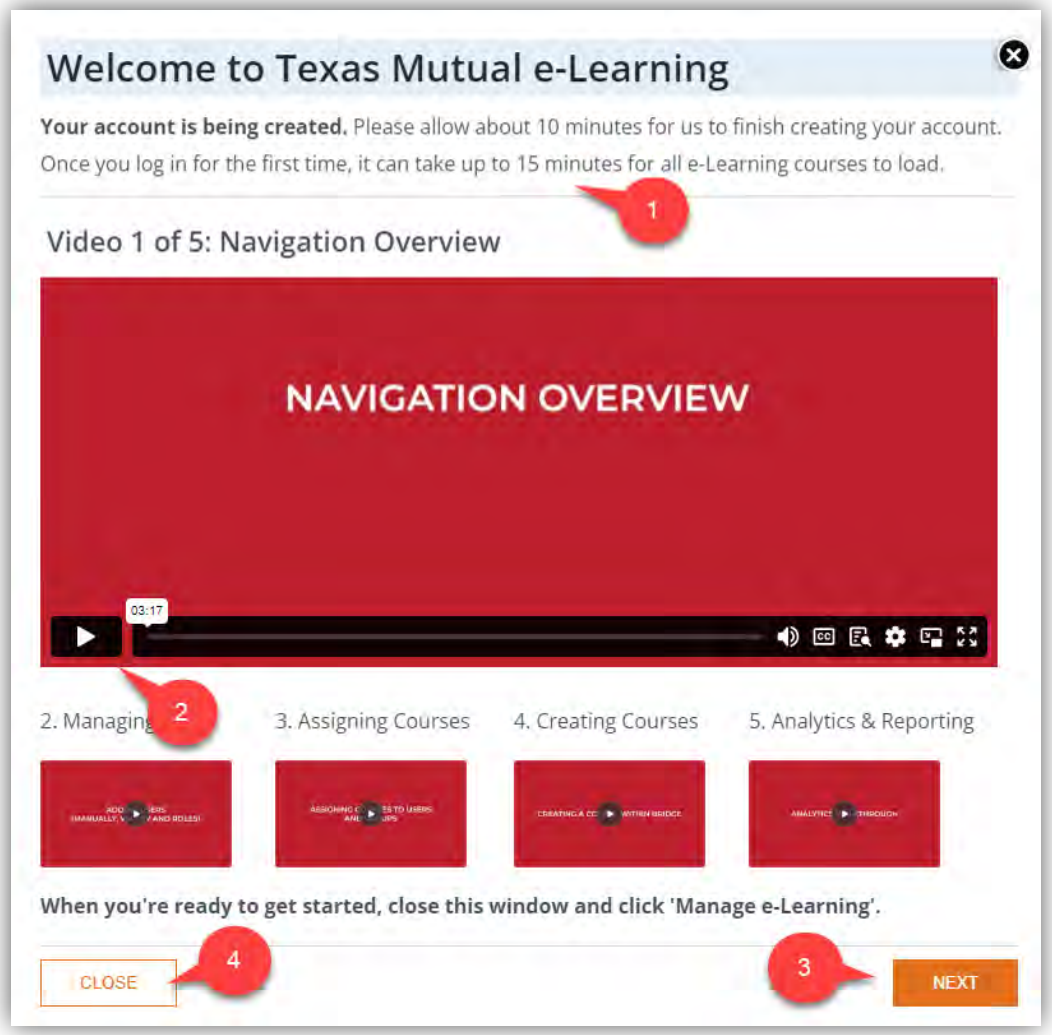
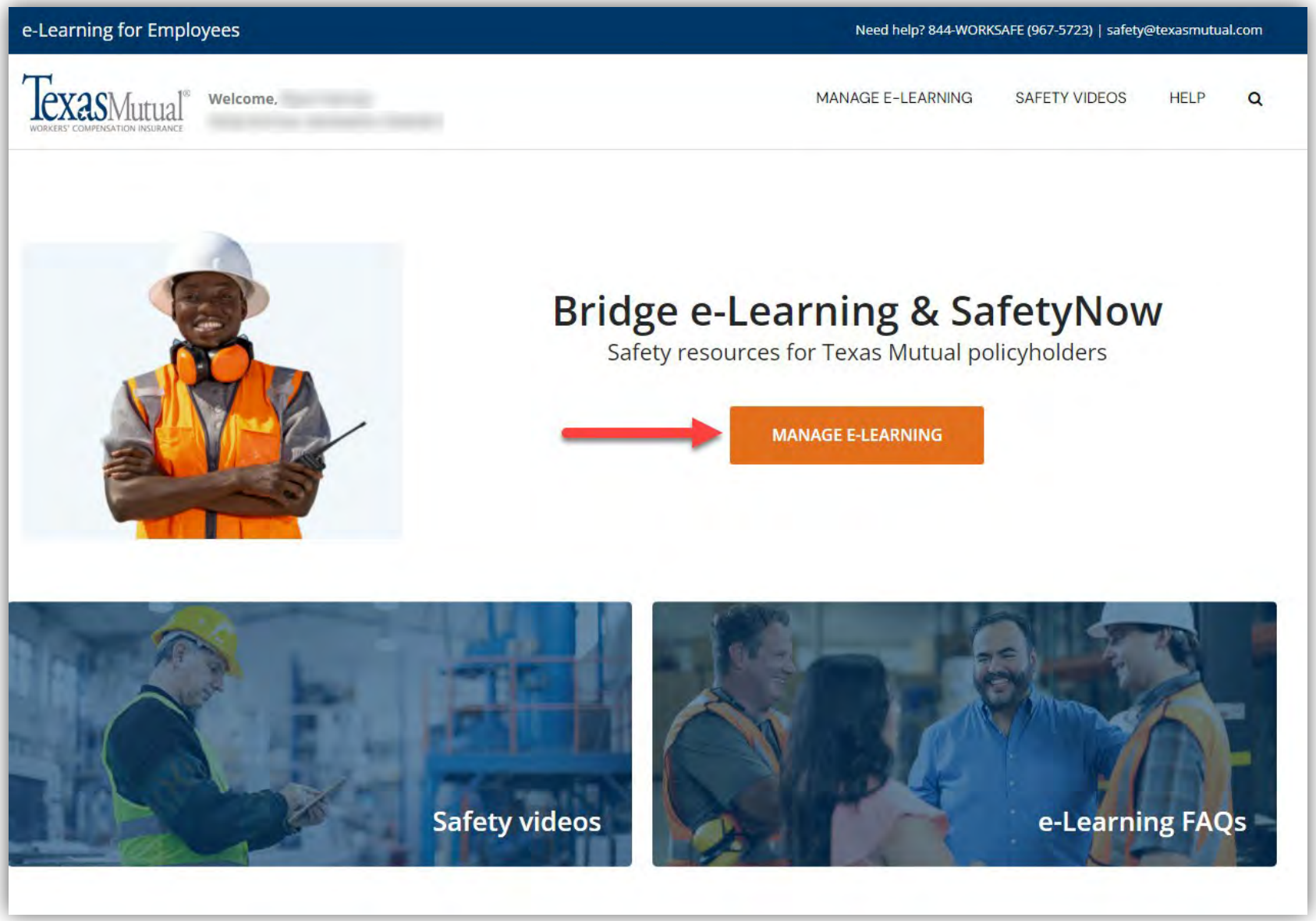

Welcome to Texas Mutual e-Learning
Your account is being created. Please allow about 10 minutes for us to finish creating your account.
Once you log in for the first time, it can take up to 15 minutes for all e-Learning courses to load.
1
Video 1 of 5: Navigation Overview
NAVIGATION OVERVIEW
03:17
2
2. Managing
3. Assigning Courses
4. Creating Courses
5. Analytics & Reporting
When you're ready to get started, close this window and click 'Manage e-Learning'.
CLOSE
4
3
NEXT

e-Learning


e-Learning for Employees
Need help? 844-WORKSAFE (967-5723) | safety@texasmutual.com
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Navigating Features

Learning

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Search for learning items

Grid | Filter by

NEEDS MY ATTENTION (2)

823 DAYS OVERDUE
The Basics of Forklift Safety - Quick Course
This quick course covers hazards of working with forklifts - both as drivers and pedestrians and how t...
COURSE / 7 MINS | SHARE

174 DAYS OVERDUE
Building a Safety Culture
A positive safety culture in the work environment is critical to the success and effectiveness of any ...
COURSE / 18 MINS | SHARE

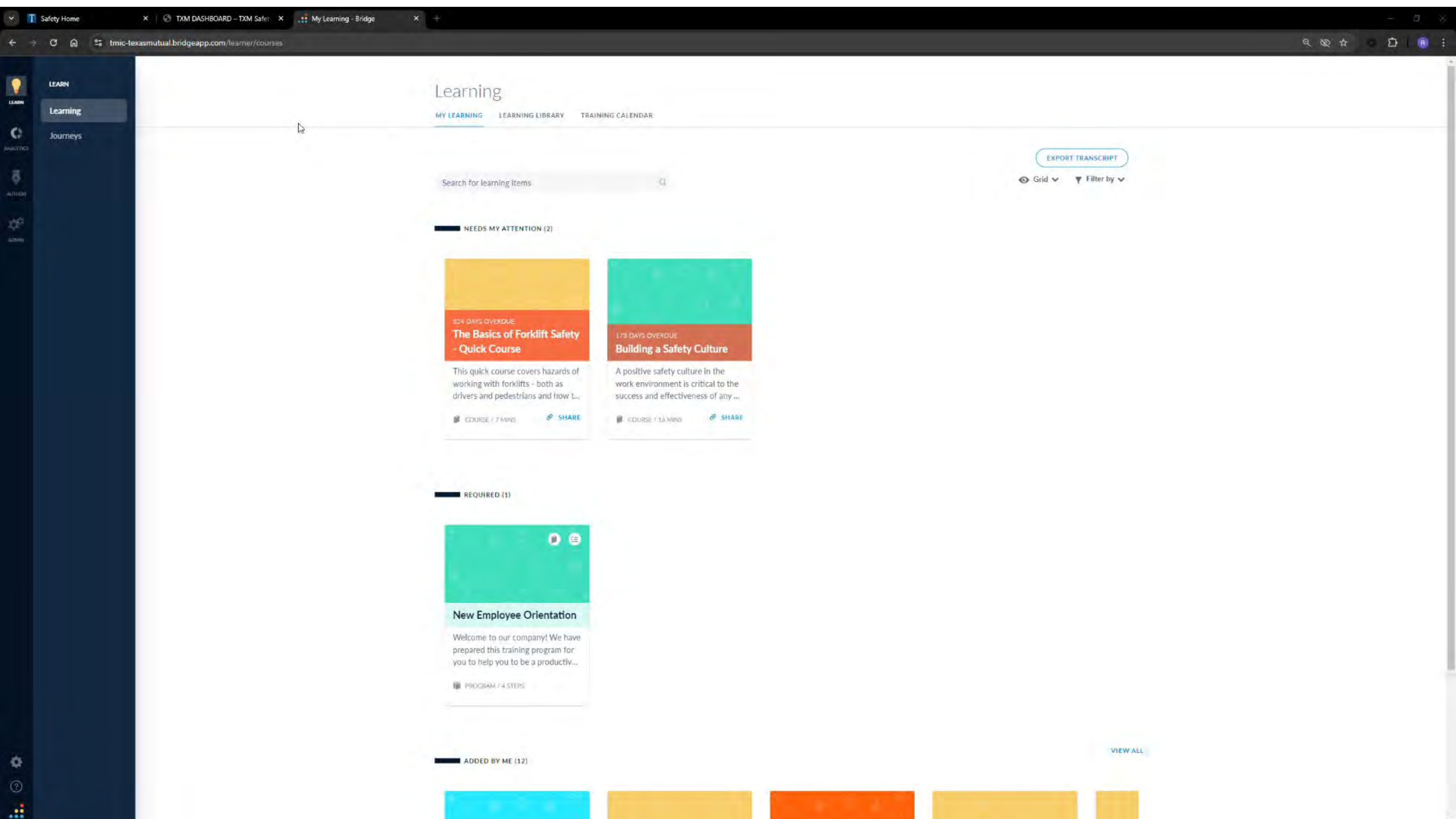
REQUIRED (1)

New Employee Orientation
Welcome to our company! We have prepared this training program for you to help you to be a productiv...
PROGRAM / 4 STEPS

ADDED BY ME (12)

VIEW ALL

Exploring the Library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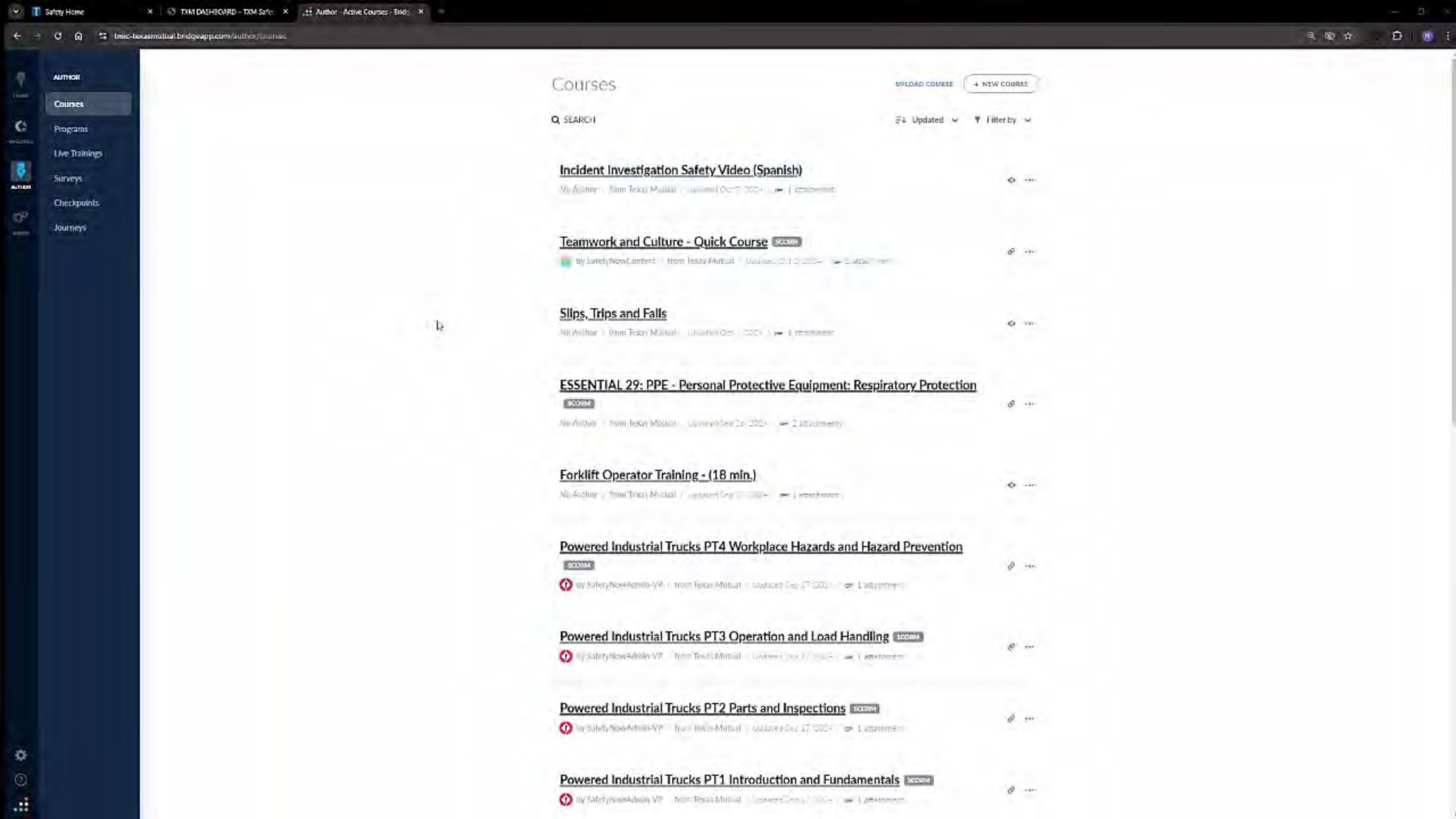
VIEW ALL

Adding Users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ESSENTIAL 29: PPE - Personal Protective Equipment: Respiratory Protection
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SCORM
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SCORM
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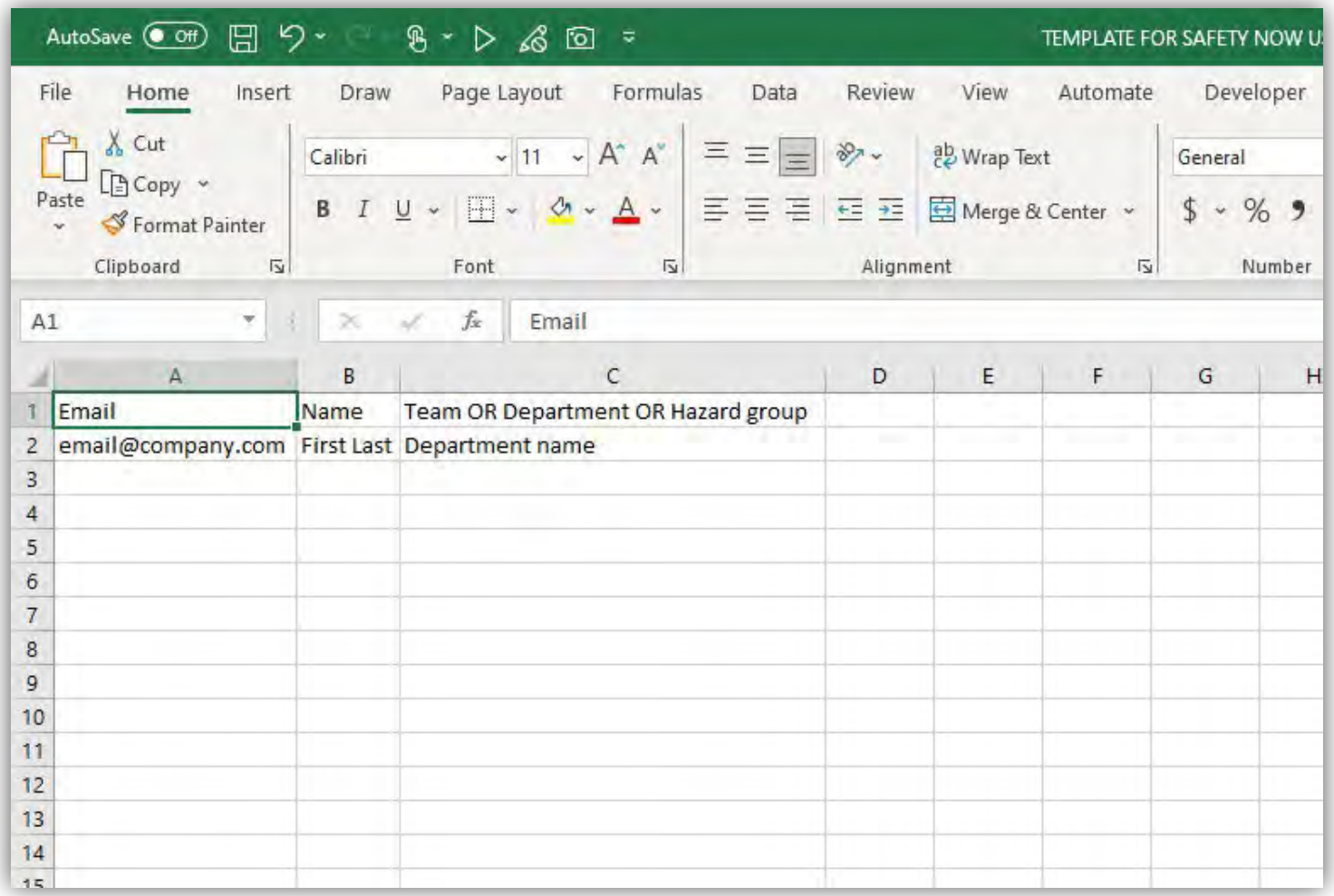
SCORM
Powered Industrial Trucks PT1 Introduction and Fundamentals
SCORM

CSV File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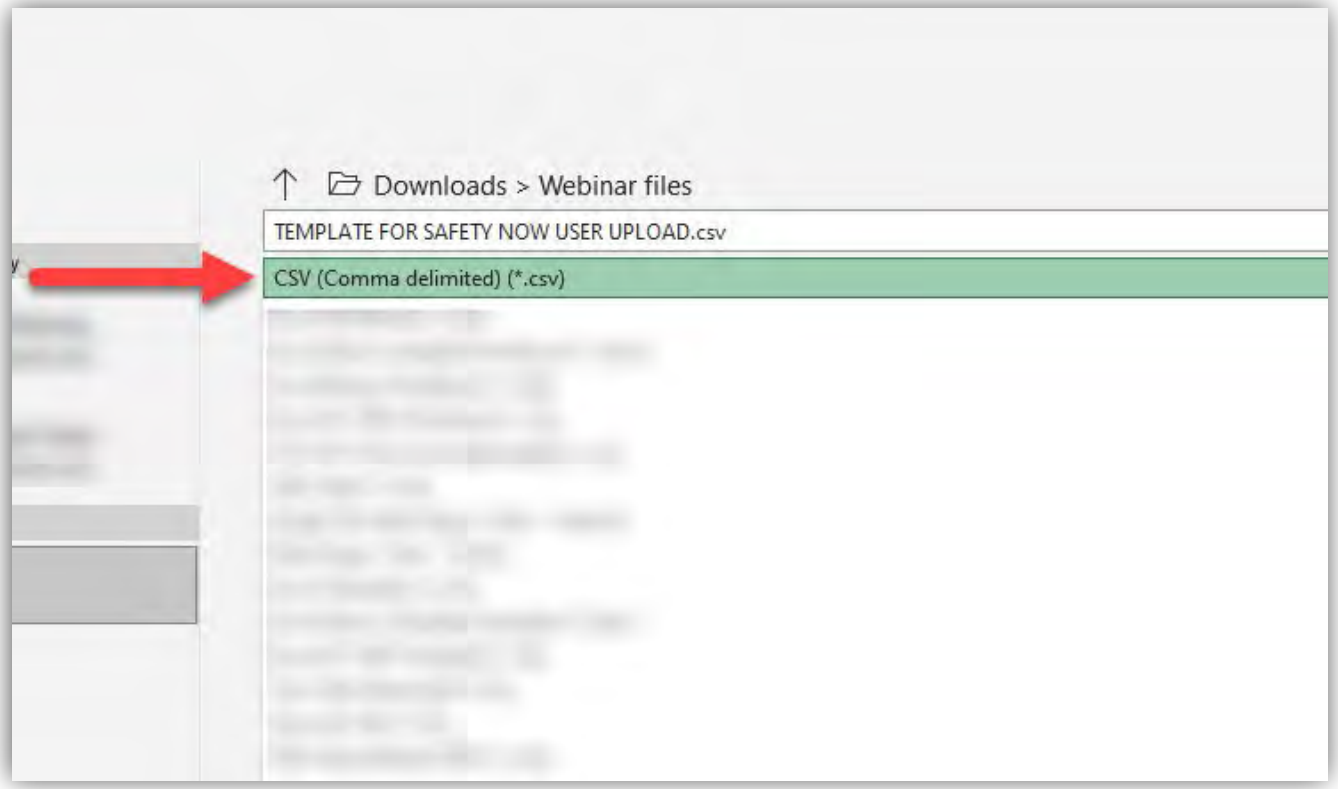
Create a CSV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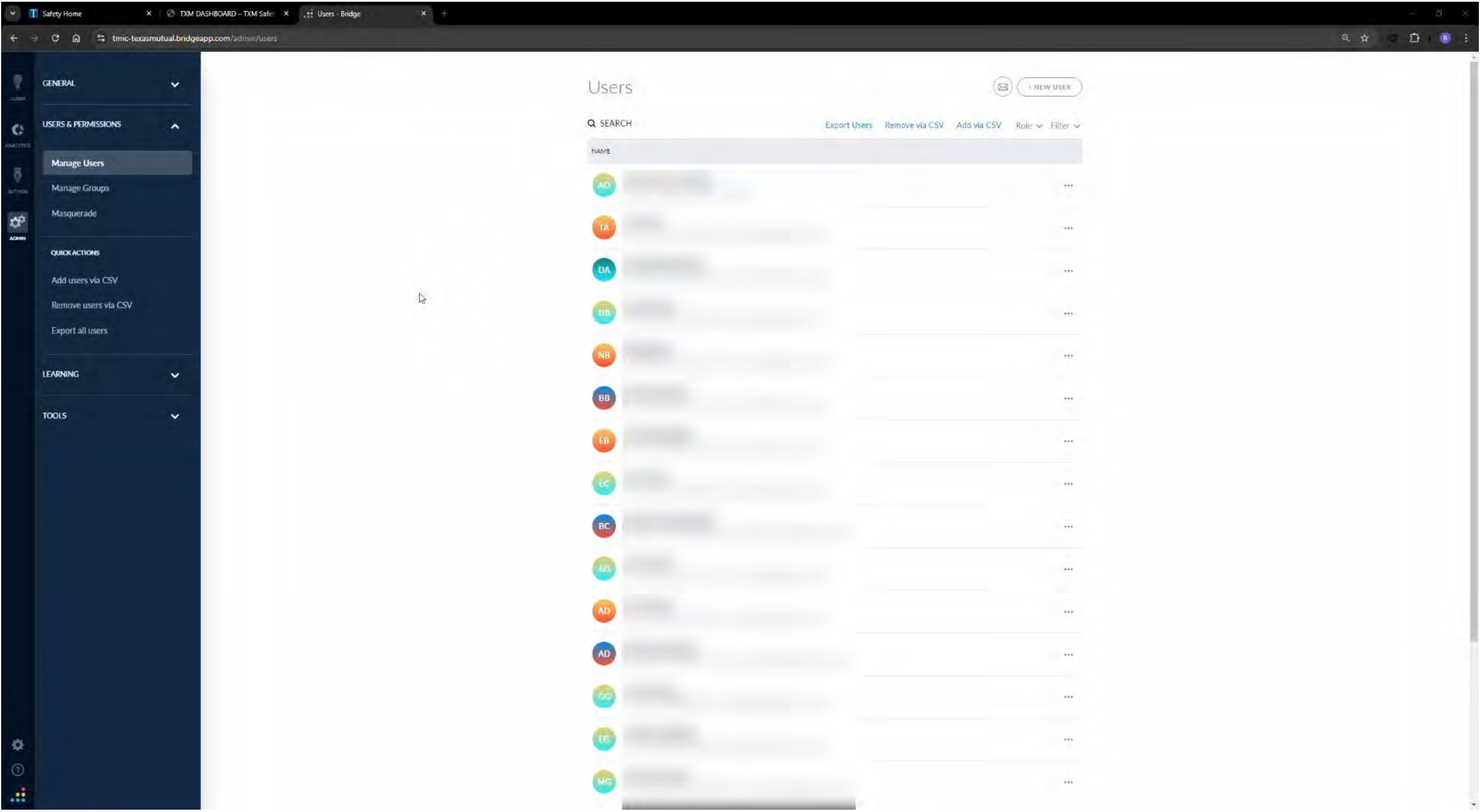
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Manage Users
Manage Groups
Masquerade
QUICK ACTIONS
Add users via CSV
Remove users via CSV
Export all users
LEARNING
TOOLS
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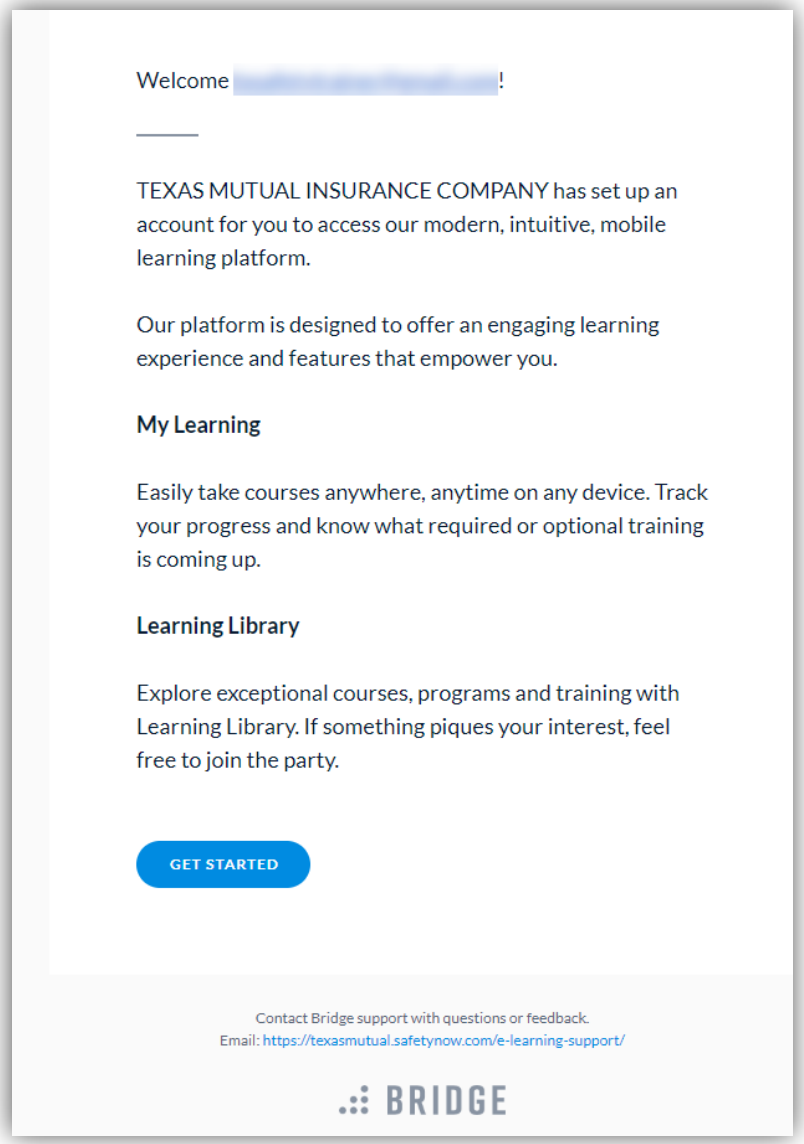
NEW USER
SEARCH
Export Users
Remove via CSV
Add via CSV
Role
Filter
NAME

Welcome E-mail



Welcome [redacted]!

TEXAS MUTUAL INSURANCE COMPANY has set up an account for you to access our modern, intuitive, mobile learning platform.

Our platform is designed to offer an engaging learning experience and features that empower you.

My Learning

Easily take courses anywhere, anytime on any device. Track your progress and know what required or optional training is coming up.

Learning Library

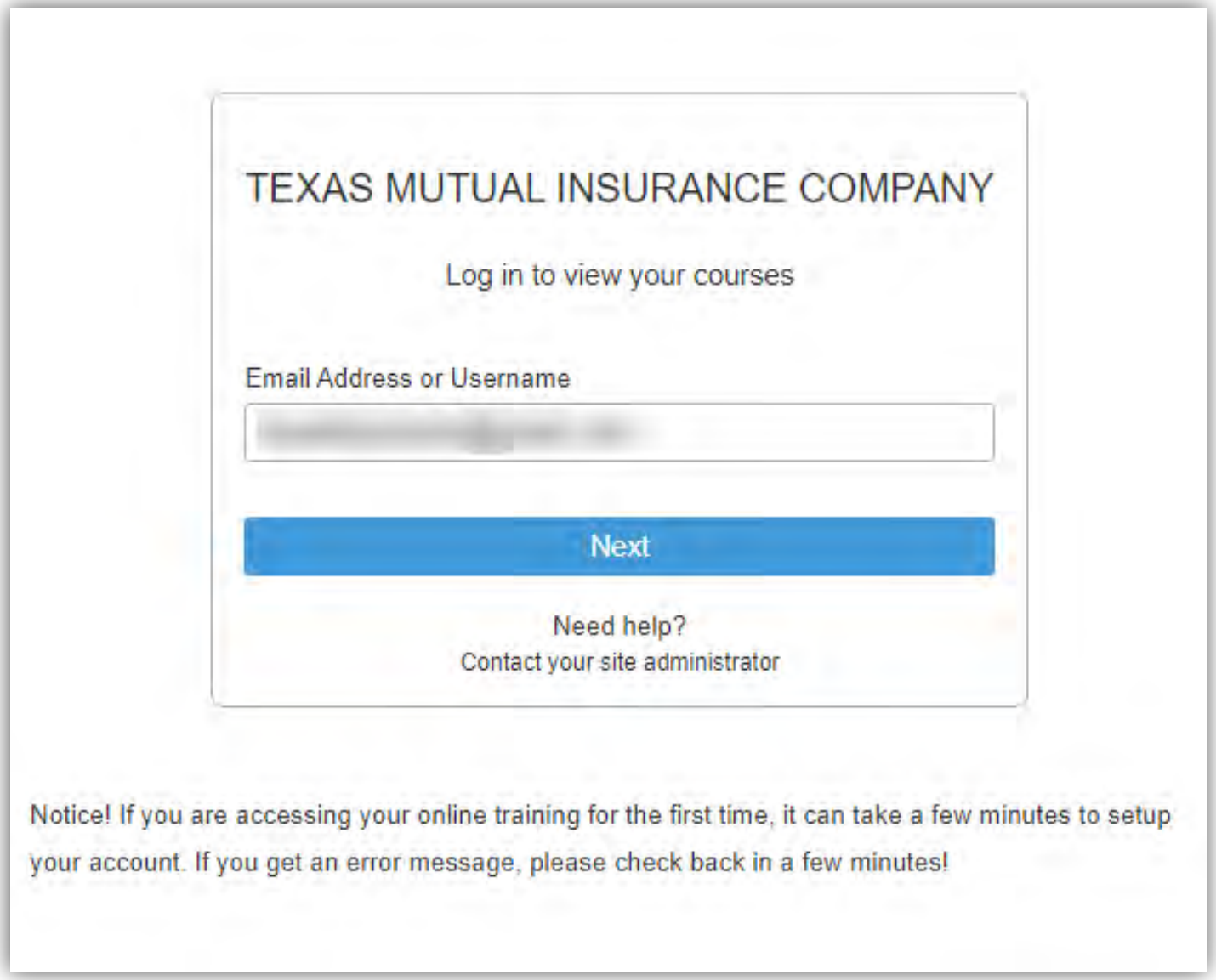
Explore exceptional courses, programs and training with Learning Library. If something piques your interest, feel free to join the party.

GET STARTED

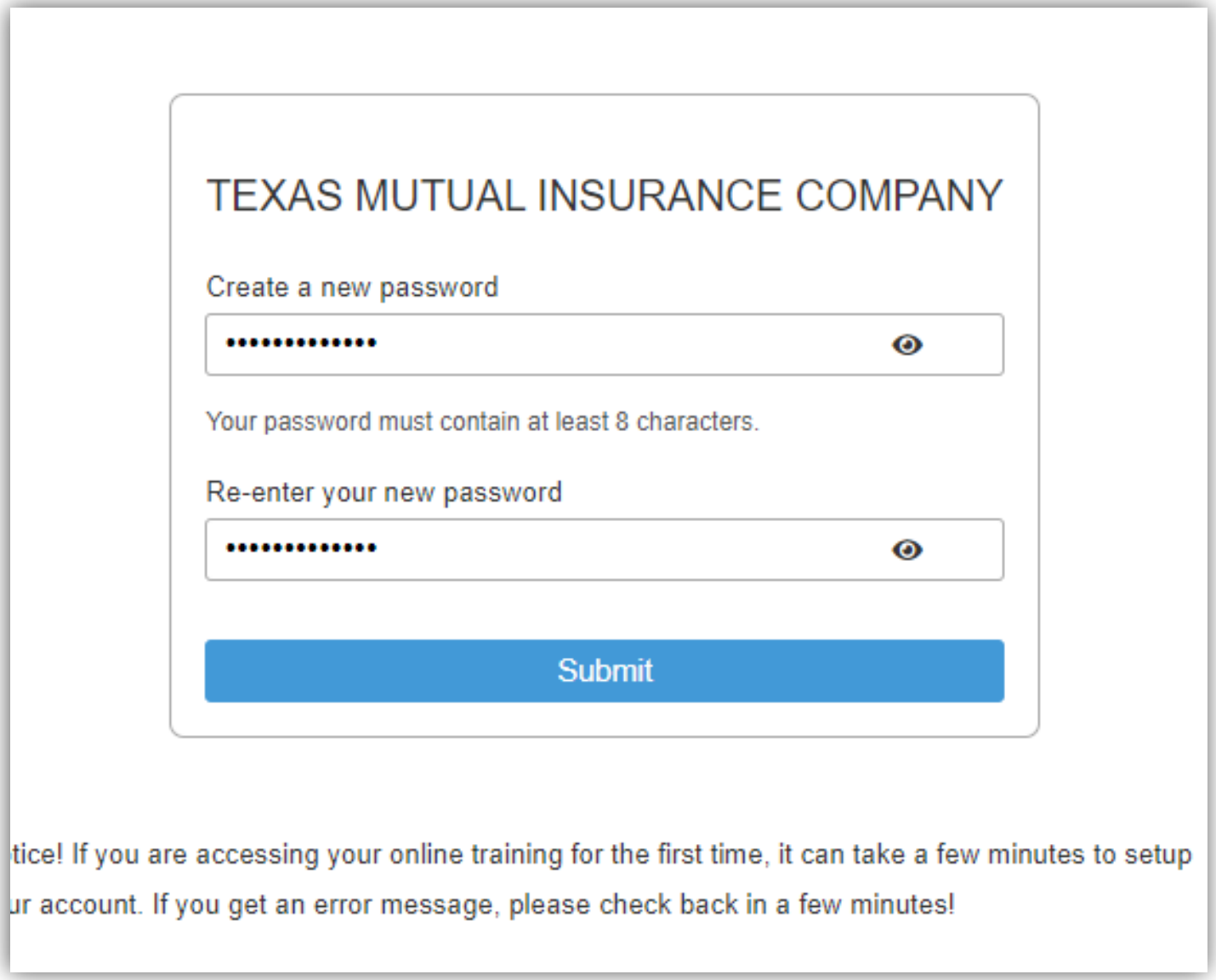
Contact Bridge support with questions or feedback.
Email: https://texasmutual.safetynow.com/e-learning-support/

BRIDGE

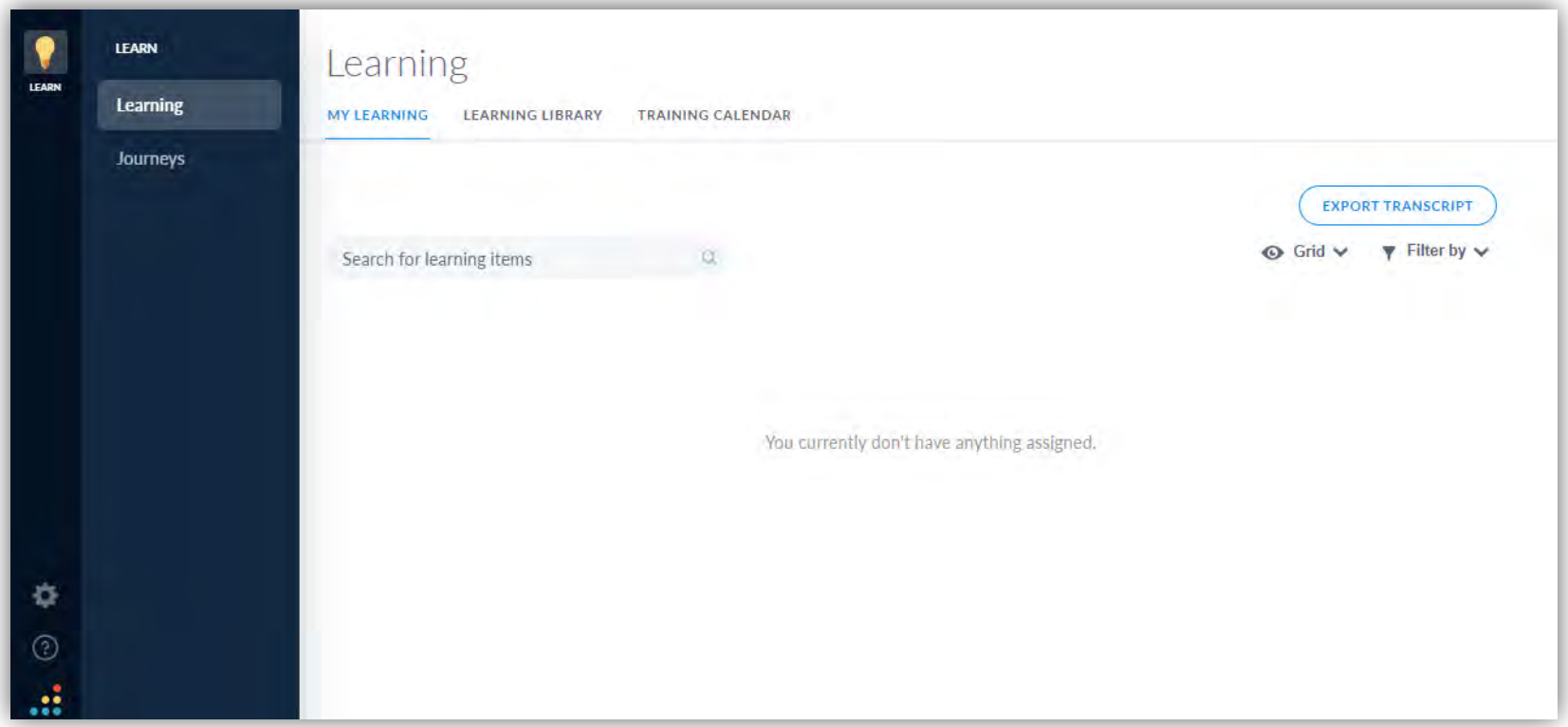
Getting Started



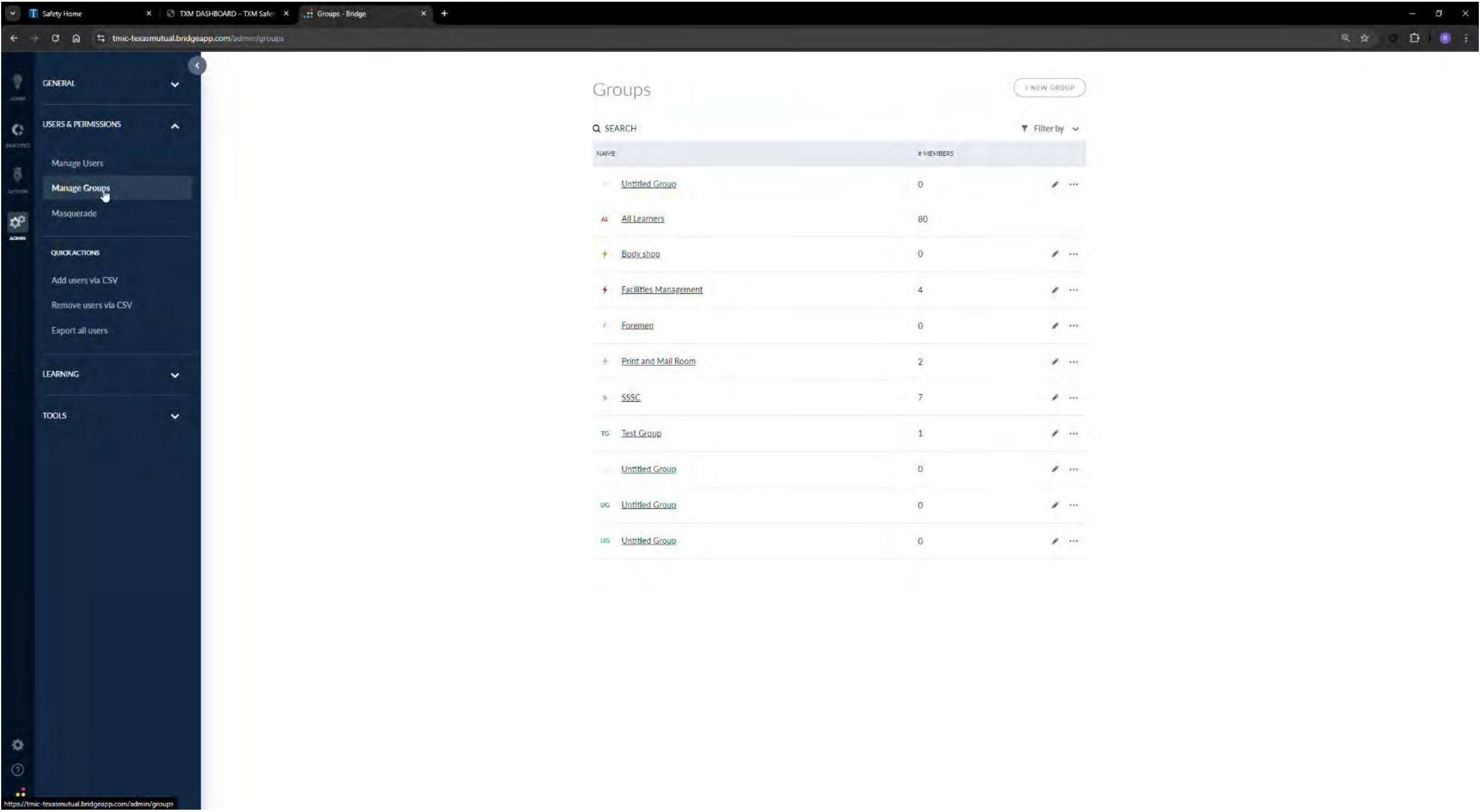
Changing Password



Entering System



Creating Groups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Manage Groups
Masquerade
QUICK ACTIONS
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Remove users via CSV
Export all users
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TOOLS
ADMIN
Groups
+ NEW GROUP
SEARCH
Filter by
NAME
MEMBERS
Untitled Group 0
AL All Learners 80
Body shop 0
Facilities Management 4
F Foremen 0
Print and Mail Room 2
S SSSC 7
TG Test Group 1
Untitled Group 0
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UG Untitled Group 0
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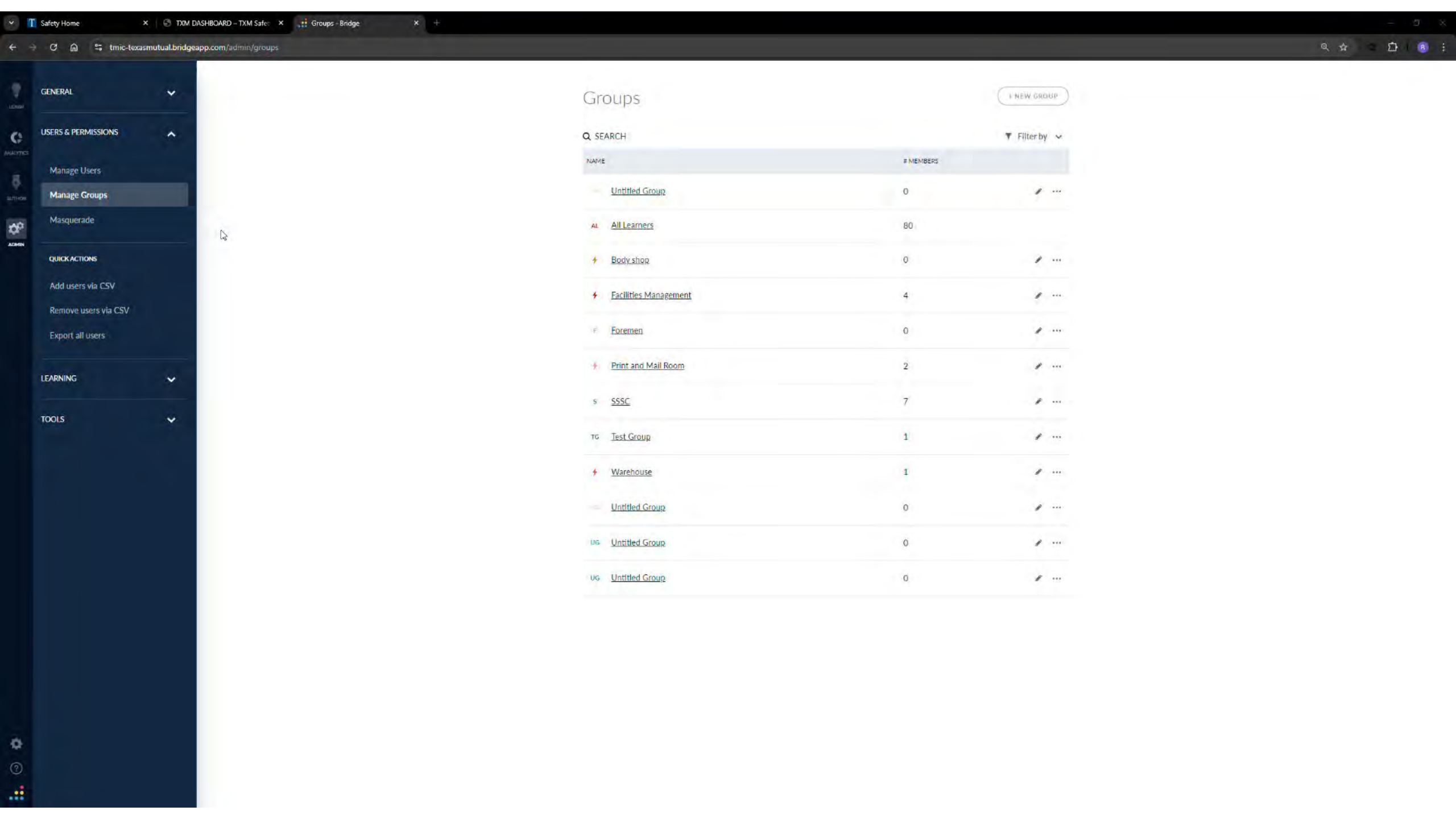
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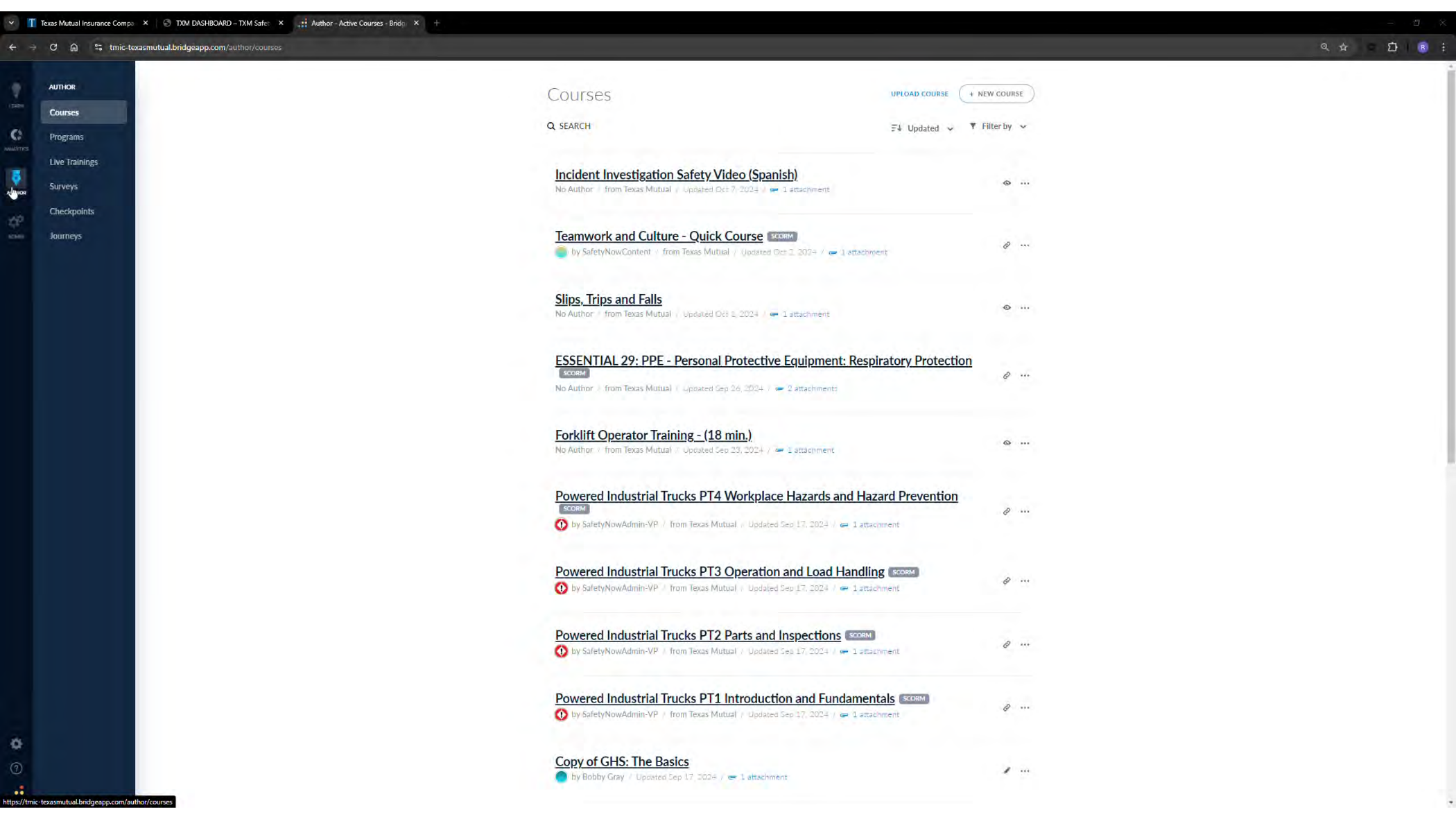
AL All Learners 80
Body shop 0
Facilities Management 4
F Foremen 0
Print and Mail Room 2
S SSSC 7
TG Test Group 1
Warehouse 1
Untitled Group 0
UG Untitled Group 0
UG Untitled Group 0

Assigning Courses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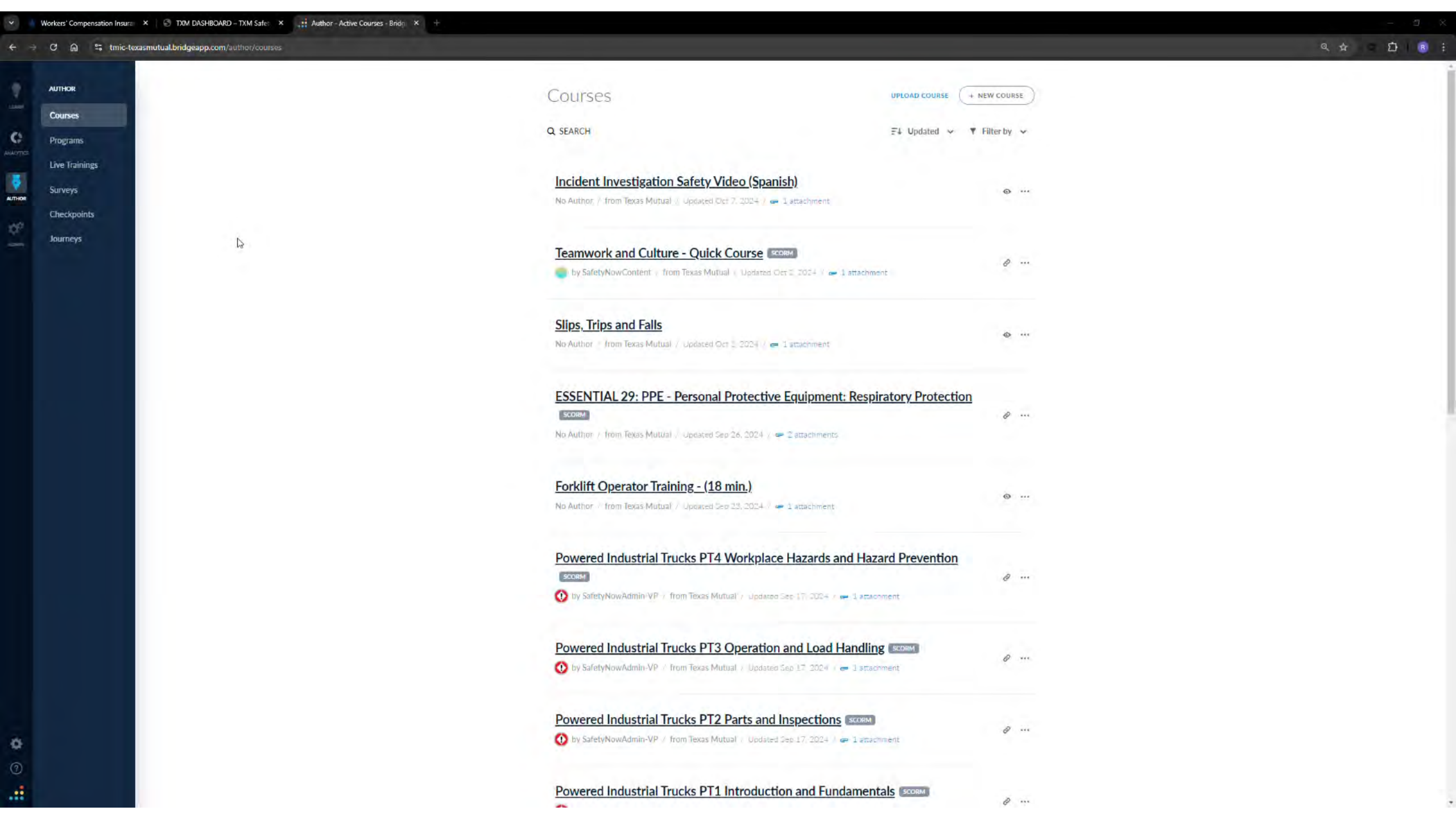
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LEARN

LEARN

Learning

Journeys

Learning

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REQUIRED (1)

Warehouse Safety: The Basics

Warehouses play a critical role in our economy. They tend to be fast-paced and busy environments whi...

DUE IN 8 DAYS / 11 MINS ... SHARE

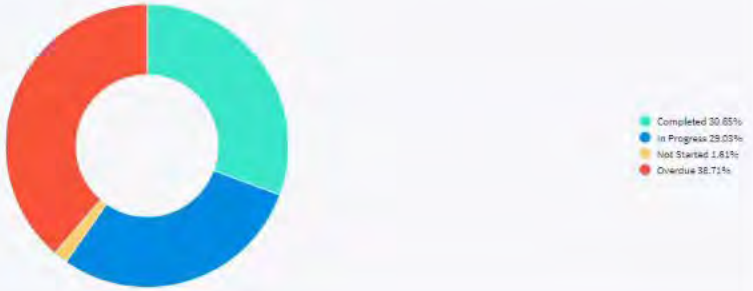
Tracking Progress

Overview

22m ago

Enrollment Date: is in the last 90 days | Account Name | Group Name: is any value | Manager Group Name: is any value | Tag/Category Name: is any value | Learnable Type: is any value | Learnable Title: is any value | Required (Yes / No): any value | Custom Fields: is any value | More • 15

Learning status



8
Overdue Learners

15
Number of Learners

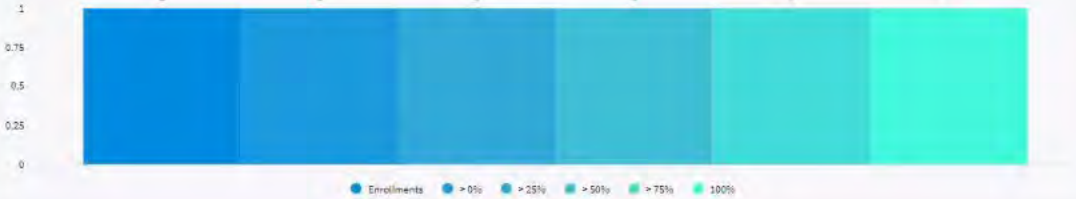
Completion Rates

Program Status

Live Training Health

Monthly Enrollments

Program Health



15:02:27
Time spent on Courses

Tips for Success

- Follow your communication plan
- Use smart groups to scale training
- Start with a pilot group

Q & A

Thank you!

844-WORKSAFE (967-5723)

safety@texasmutual.com