



# EMLEARNING GUIDE

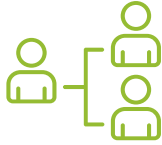
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SUPPORTING YOUR PEOPLE TO GET THE MOST  
OUT OF EML'S CUSTOMER TRAINING PLATFORM

*we help people get their lives back*

# EMLEARNING ADMINISTRATORS

## GUIDE TO PROMOTING EMLEARNING IN YOUR BUSINESS



### CONSIDERATIONS

The training needs of the different groups within your business:

- senior leaders
- managers/supervisors
- employees.

The communication channels available to help you to update these groups:

- town halls/all business presentations
- team meetings
- intranet
- email
- learning management system (LMS).

### SUPPORT

Visit the [EMlearning administrator resources page](#) to access:

- frequently asked questions
- step by step guides and videos
- training brochure.

For assistance with bulk registrations, assigning courses or accessing courses through your own LMS, please reach out to [Mutual Benefits](#).

# TRAINING CAMPAIGN CHECKLIST



## WHO

Identify **who** in your organisation would benefit from the training provided.

Gain **endorsement from your leadership** to implement and promote training.



## WHAT

Choose the most appropriate **communication channel** to communicate the details of the course (eg presentations, email, intranet).



## HOW

**Register** employees for EMlearning and **assign courses** the them.

**Access reporting** information and provide this to relevant managers and employees.



## WHEN

**Invite individual** employees to the online training, remembering to clearly outline:

- **why** they have been selected
- **what** the benefits are
- **when** it should be completed
- **how** to access the course
- **where** to go for more information.

# KEY MESSAGES FOR YOUR LEADERSHIP

## MAKING THE CASE TO HAVE EMLEARNING APPROVED FOR YOUR BUSINESS



### WHY CHOOSE EMLEARNING?

It's vital that the leadership in your organisation advocate for your training program. If you are asked to provide a case for using EMlearning you can highlight that the platform is:

- **Free for our employees** – as a customer of EML, our business can access quality online training courses for free
- **Online** – convenient and self-directed
- **Quality** - courses are consistently rated 4.6/5
- **Relevant** – easy way to meet our WHS compliance requirements
- **Industry leading** – developed by subject matter experts
- **Time efficient** – short and interactive online format
- **Variety** – over 20 topics ranging from workplace health and safety to workers compensation scheme essentials to mental health in the workplace.
- **Flexible** – integrates seamlessly with our existing Learning Management System (if your business has one).

### FAST FACTS

The most popular EMlearning courses in 2022:

1. Manual Tasks for Workers
2. Bullying and Harassment for Employees
3. Work Health and Safety Fundamentals
4. Duty of Care for Workers
5. Risk Management for Employees

Visit our [course outlines page](#) for more information on the courses freely available to your employees.

# EMAIL MESSAGE – EMLEARNING LAUNCH 1

## COPY AND PASTE TO USE

Good [*morning/afternoon*]

I'm excited to share with you that as [enter business name] is a customer of EML, we can access a range of interactive and engaging online courses exclusively through EMlearning.

EMlearning is an online training platform that all employees of [enter business name] can take advantage of to complete important online workplace training. Courses available include topics such as manual tasks, risk management, mental health, managing occupational violence and aggression in the workplace and many more.

Visit the [course outlines page](#) for more information on the courses freely available to our employees.

If you have any questions or would like more information, please don't hesitate to reach out.

Kind regards,  
[*name*]

# EMAIL MESSAGE – EMLEARNING LAUNCH 2

## COPY AND PASTE TO USE

Good [*morning/afternoon*]

I'm excited to share with you that we have been given access to [EMlearning](#) which is EML's online training platform.

There are a range of short (20-to-40-minute) online courses available to us and at the completion of each course, you will receive a certificate.

Some of the workplace topics available include bullying and harassment, manual tasks, risk management, mental health, managing occupational violence and aggression and many more. Look at the [course outlines page](#) for more information what's available.

This week you will receive a welcome email to confirm your EMlearning account. Please take a moment to log in and change your password. After that, you will start receiving emails to let you know when you have been enrolled in a course and how long you have until you need to complete it.

If you have any questions or would like more information, please don't hesitate to reach out.

Kind regards,  
[*name*]

# EMAIL MESSAGE – INVITATION

## COPY AND PASTE TO USE

Good [*morning/afternoon*]

As part of our ongoing commitment to maintaining a safe workplace, you have been selected to complete [*enter course name*].

This course will provide you with [*enter benefits of course*] which will [outline benefits to individual/why they were selected to do the course].

You will shortly be receiving a confirmation email asking you to login to EMlearning.

Please ensure that you completed the course by [*enter date*].

If you have any questions or would like more information, please don't hesitate to reach out.

Kind regards,  
[*name*]

# ADDITIONAL TOOLS AND RESOURCES

## DOWNLOADS

Visit the [EMlearning administrator resources page](#) to download:

- our latest Mutual Benefits Education and Training flyer
- step by step guide to adding new user accounts
- step by step guide to assigning training and reporting



Image ideas for your employee campaigns:

