



The Benefits of Online Training

Online safety training courses offer a convenient alternative to the more traditional style of instructor-led health & safety training being offered across Canada. Online training can be easier to schedule, a savings in time and cost can be realized and participants may increase their retention of knowledge because they can learn at their own pace, returning to the program as their schedule permits.

Training is fast, easy and interactive! All programs include high-quality graphics, custom photography and film sequences that aid in the flow of information helping to keep the participant engaged from beginning to end.

Scheduling with Ease

Once the course administrator assigns the course to the participant, the course can be completed at anytime within a certain timeframe that the administrator predetermines. The courses are accessible from any Internet-enabled computer, allowing employees to learn at their own pace and at a place that is most convenient to them. Online training provides the flexibility to start, pause or stop the program allowing the user to continue the training session wherever they left off.

Online training is available to the user 24/7 allowing staff to fit the training into their own schedules rather than having to block out time to attend a training course. Employees can study at their own pace within their work schedules.

Training Cost Savings

Online training reduces costs by eliminating the expense of trainers, classroom materials, and travel & accommodation costs. Employees spend less time in training and less time away from the job. Pricing is based on volume therefore the more units or "seats" that you purchase, the unit cost per person decreases substantially. By purchasing a few extra units, (bumping you into the next pricing tier) you will benefit from a reduction in unit cost knowing you can assign those extra units whenever convenient.

Time Savings

Some instructor-led training requires employees to travel to the training supplier's central training facility adding time to the employee's day and increasing the time away from work. This time can be saved by subscribing to online training and having workers take the online course at a workplace computer station or at home.

Increased Retention

Studies have shown that when employees have the ability to study in a self-paced environment, greater retention of the knowledge and a deeper understanding of the course content can result. Sections of the online courses can be repeated if participants need to review information not easily understood the first time. Increase retention of important health and safety information by subscribing to online training.

PO Box 21007, Stratford, ON N5A 7V4
Toll-free: 877-508-5525 • Phone: 519-508-5525 • Fax: 519-508-5526
www.bonzatraining.com • info@bonzatraining.com



The Learning Management System

Most administrators, human resource personnel, health and safety coordinators and managers are stretching their "To Do" lists and don't have time to add something else to the list, let alone trying a new type of training. That is why we have integrated user-friendly software that we call the *Learning Management System (LMS)*. The LMS puts everything that you'll need to track your training programs and progress of each employee right at your fingertips.

The LMS is web-based software and accessible from any computer with a few clicks of a mouse. What would normally cost thousands of dollars to purchase off the shelf is yours for no extra cost. Whether you purchase a small number of units or a thousand, the LMS is yours for free. Once you try this system, you'll learn to rely on the dynamic tracking abilities.

The LMS simplifies the administration, documentation, tracking, hosting and reporting of our online health & safety training programs. Ongoing recordkeeping capabilities include the identification (by alarm) for all the expiring training certificates. Import employee lists into the LMS with ease using an Excel spreadsheet format saving the time of individual data entry.

An Easier, Faster Way to Ensure Compliance

Once a course has been purchased, you (the administrator) will be provided an ID and password with which to access our LMS. Each course purchased will be assigned what we call an access code. In other words if you purchased ten WHMIS courses and two Managers & Supervisors Due Diligence courses, you will be given 10 access codes for WHMIS and 2 for Due Diligence.

The LMS allows the administrator to assign access codes to selected employees, providing an easy step-by-step instruction to activate the course through a simple email or notice to the employee. As the participants take their training courses the administrator can monitor progress and test results, including the results of the final examination. The LMS even tracks and remembers the modules completed by a participant when they need to pause or stop the training for whatever reason. After passing the final test, the administrator is able to print a wallet card or wall certificate for the employee and an extra one for the personnel file. It is important to know that employers have the legal duty to retain training records.

The LMS remains available to the administrator even after the course has been completed so that expiring training certificates can be monitored. The system can be used to prove due diligence to regulatory authorities, and perhaps the police. Employers are required to retain written records of employee education to ensure proof of compliance with the regulations. An electronic copy of each certificate is stored on the LMS and can be easily recalled.

The LMS is extremely easy to use and clients are typically able to begin training within minutes of receiving their access codes. Free technical support is available with all purchases.

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Frequently Asked Questions:

Q: What do participants do if they forget their password?

A: The administrator has access to this confidential information through the password-protected LMS. It's quick and easy to retrieve any username and password.

Q: Can the course be left open and running in the background while other work is completed?

A: Yes, the system will time out if there is no activity for a period of time, and as you log back in, you can continue from where you left off.

Q: If the participant runs out of time in the middle of the course, can they stop the program without having to start from the beginning when they return?

A: Participants can return multiple times to complete one course. Once logged back in, the system will begin the student at the beginning of the module where they left off.

Q: What happens if participants don't pass the final test?

A: Participants are allowed to repeat any or all sections of the course as many times as they need. They can take the final test up to three times to achieve the passing grade of 80%.

Q: Once completed, does the participant get a certificate?

A: Yes. This is a task controlled by you, the administrator.

Q: Do we have to pay for a replacement certificate if a participant misplaces theirs?

A: No, the administrator can reprint the wallet card at any time.

Q: If the participant fails the final test, does another unit need to be purchased for them to re-do the course?

A: No. Each participant is able to take the final test up to three times.

Q: How do I purchase a course?

A: Once you complete your shopping and all items are in your shopping cart, you can pay by using any major credit card.



Occupational Health and Safety Course List

Legal Compliance

The online health and safety courses available for purchase meet the highest standards of quality and instruction. All courses meet or exceed provincial legislation and the expectations of all Ministry of Labour offices. Each course begins with a thorough review of applicable federal and provincial legislation to ensure compliancy with regulatory bodies but we don't stop there.

Each course includes:

- references to safety guidelines as published by provincial governments
- important references from applicable Canadian Standards Associations (CSA) Standards
- learning topics in accordance with published guidelines from the Canadian Centre for Occupational Health and Safety
- and other important and relevant information from qualified and recognized sources

Module Quizzes and Final Test

Each course is made up of modules. Each module concludes with a quiz that helps to reinforce a number of key concepts introduced throughout the module. Participants improve their retention of valuable information when certain parts of each module are reinforced throughout the session.

At the conclusion of the course, participants will complete the final test. This test contains key information from all modules presented and the grade achieved will determine if certification has been attained. A detailed test score is immediately posted on the screen showing the participant the total score and providing the option to review questions that they failed to answer correctly. It is important to note that some equipment-related courses require a demonstration of skill by the participant, while using the equipment in the workplace, and verified by a competent individual.