

To stay competitive,
you have to stay
focused on the goal.



Learning Administration

Learning administration can slow down even the best managers. Keeping your training leadership and talent focused on core business objectives — not tied down with basic administrative tasks — is key to your company's success. NIIT's **Learning Administration** solution frees your training team from the details, saving you time and money while delivering greater service and strategic results.

NIIT's Learning Administration solution, now available worldwide, provides a range of learning administration services from specific tasks, such as scheduling, to complete outsourced learning solutions. NIIT's Learning Administration solution puts you back in control of your resources and frees you to focus on strategy and vision.

Deliver Reliable, Seamless Solutions

NIIT is an expert in administering large-scale training while delivering award-winning services. Our Learning Administration model is used to manage more than 3,000 NIIT training centers across 42 countries, supporting more than 500,000 students every year.

At NIIT, we understand that efficient administration is paramount to your learning strategy becoming an operational reality. **Our goal is to deliver not just operations support, but long-term relationships and integrated learning solutions that help you grow your business.** We deliver single services or complete solutions, depending on your strategic goals.

The advantage of our Learning Administration solution is that it lets you quickly implement a learning program without the hassle and resource drain of carrying the burden in-house. You can deliver better service for fewer costs while gathering data and business insights all while staying focused on business development.

Key features

- Technology infrastructure and support desk services
- User management
- Enrollment and scheduling
- Course delivery and management
- Evaluations and feedback
- Tracking and reporting
- Vendor management

Key benefits

- Free your internal training departments to focus on strategy and vision.
- Roll out your training programs faster.
- Reduce costs by changing fixed costs to variable.
- Measurably improve operational efficiency.
- Deliver a higher level of service and customer satisfaction.
- Achieve business intelligence through reporting and data.

Improve Market Readiness with a Tailored Fit

At NIIT, we see each new client as a chance to collaborate and customize our solutions to maximize effectiveness. We operate worldwide offices so you can leverage our global footprint to:

- Quickly tailor and implement a program targeted to meet your business objectives on a local or worldwide scale.
- Adapt administration operations to departmental, regional and global requirements to ensure consistency and relevance throughout your organization.
- Manage cultural, governance and certification issues.
- Assess where, when and how to optimize your training for the most strategic market results.

Gain Valuable Business Data

With NIIT's Learning Administration services, you gain access to valuable operations and data to help you make intelligent business decisions. Our solution captures more information than traditional programs, and our technology expertise enables us to easily integrate with your internal software and hardware systems, giving you seamless access and control. We also use top-shelf technology and equipment to protect the security of your data while ensuring its availability.

For more information about how we can accelerate business impact in your learning administration program, please contact us at:

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Improve Your Approach

As a leader in learning solutions, we use best practices and innovative methods. NIIT approaches your learning administration processes using our proven, five-step program to measurably improve operational efficiencies.

Step 1: Business Analysis

First, we assess your learning administration needs to identify business drivers and priorities, determine success measures and assess current resource and cost allocation.

Step 2: Design Solution

Then we update your learning strategy, design optimal learning service processes and examine each area of the program to determine which processes you should outsource.

Step 3: Transition

During the transition phase, we outsource targeted operational tasks to our best vendors and partners.

Step 4: Ongoing Operations

In the critical phase during which we manage class logistics and registration all supported by service-level-agreement-driven processes designed to achieve your highest satisfaction.

Step 5: Review and Enhance

In the final phase, we collect and analyze metrics and conduct periodic reviews to ensure that the highest quality standards are met.

Years of investments in personnel equipment and tactical operations have given NIIT the expertise to accelerate business impact in your learning administration program.