



LMS and Performance
Management system.

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Introduction

Based in Clitheroe Lancashire our team of consultants and developers evolved the platform to meet the needs of several global clients. After successfully creating an on-line 360 feedback tool way back in 2007 which to date has delivered more than 200 thousand feedback reports, the challenge we set ourselves was to build a user-friendly system to empower managers and their teams to take control of their own performance management. Launched in 2010 the performance management tool quickly became the 'benchmark'. On request and 4 years after launch, we then added the learning side. The product continues to grow and is now used by over 46 thousand users across 'almost' every country on the planet.

Described by one of our clients as.
"Facebook for Performance and Learning".

As far as we can tell, it is still the lowest cost most comprehensive and only **'turn-key'** solution to both Learning and Performance management.

If you cannot find the answer in this short guide....
Please contact us during UK office hours:

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Clitheroe Castle

Performance Management



**Managers /
Team**

Q = How do you get 'Managers' to engage in Management ?
A = Create a system that allows easy access about their team.

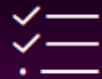
On Sign-Up the user creates a profile with a mandatory field – 'Select Your Manager'.
The user selects (or invites) their manager not the system, the manager 'approves' the user as one of their team
BUT...
The manager then needs to add 'their manager' to gain full access – the system goes 'viral' as it progresses through the organisation.....

Q = How do you set and maintain goals ?
A = Create a two-way interface.

The direct connection between a manager and their team enables goals to be set in two directions, the manager for employee and employee shared with the manager.
The k2gro goal setting process helps employees to create SMART goals with 'hints' to ensure they align with the organisational mission. The goals can then be tracked using the commenting, tasks and progress tools built in to k2gro. Completed goals can be rated for performance by the manager and employee, enabling historically accurate composite annual reviews.



Goals



**Reviews, 360
& Check-in**

Q = How do you stay on track ?
A = Create regular check-ins, an annual review and for development an annual 360 feedback process.

K2gro contains a comprehensive suite to allow your employees to perform 360 feedback (with auto-generated lists), annual reviews and regular manager check-ins. Employees have access to trigger a check-in with their manager to keep the performance management process active throughout the year.
Completing the annual reviews allows the collection of the years data into reports for use in setting objectives for the following year.

LMS – Learning Management System



Onboarding

All new employees are onboarded - but the quality of the onboarding makes a big difference. Rather than hand a new employee a pile of forms and having a mystical wander around the premises.

k2gro allows you to onboard the new employee with key company information, learning and connect them to their manager.

k2gro allows both Push and Pull Learning. Employees may be required to learn specific information to comply with their role, The system allows you to Push this learning to specific people.

Pull learning is less specific and allows the learner to go on their own journey of discovery. k2gro enables you to make learning available based on the employee's role, location, or division.



Push / Pull Learning



Classrooms & Trainers

k2gro allows you to add venues for your classroom training sessions and associate trainers with specific programmes.

You can combine classroom training with 'Scorm Compliant' on-line learning and set up cohorts to attend sequenced learning paths and programmes.

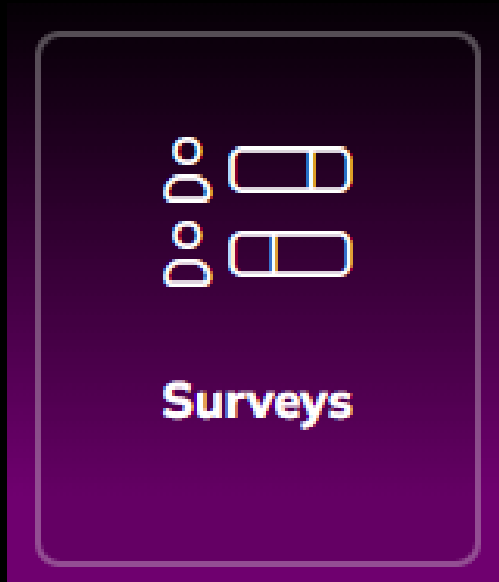
Bring your learning to everyone no matter where they are. k2gro allows training to be broadcast live via a Google Hangout, Microsoft Teams and Zoom.

Schedules of events can be accessed and managed and participants are sent reminders with unique codes to access the learning LIVE.



Live Broadcast Events

On-Line Surveys



The built-in survey toolkit allows targeted custom surveys on any subject.

Surveys can be designed as confidential and organisation wide, or as simple as a targeted health check including questions such as 'Are you feeling OK?'.

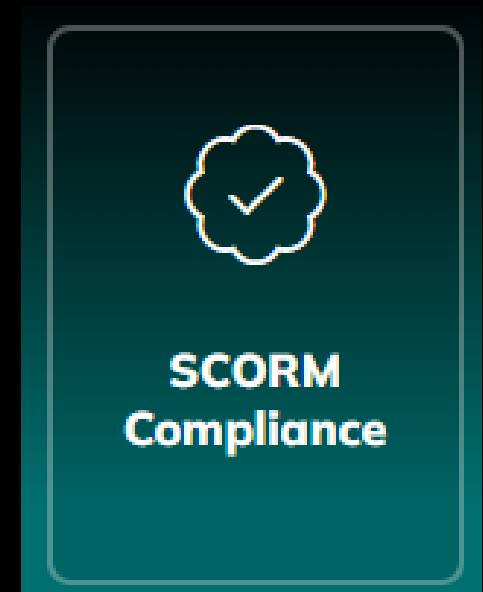


Scorm Compliance

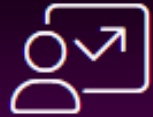
The k2gro platform supports the industry standard SCORM 1.2 and SCORM 2004 interactive learning modules.

In addition to standard compliance, k2gro offers plugin features to allow tracking including progress in popular authoring tools such as Articulate Rise and Storyline.

Harness the power of SCORM learning and view pass marks, quiz scores and actual progress for your learners.



HR Reporting, Analytics and Administration



HR Analytics & Data

Performance administration:

User profiles provide an invaluable source of information about every employee. k2gro has a vast library of available profile fields that can be used to collect employee information. Information from the user's profile, their performance and learning curriculum provides the output to facilitate succession planning and employee career development. HR have access to combine and filter this data to find people of interest. e.g., High performers with experience in a specific field who can speak selected languages.



Admin Features

Learning administration:

The k2gro platform allows administrators easy access to a feature rich dashboard with useful reports and charts. This system includes resource and facilities management, catalogue management (including versioning), event scheduling, real time attendance reporting, learning completion reports and much more.

Learner reviews and feedback allow you to monitor the effectiveness of the library.

Single Sign on and Security



**Single Sign
On & API's**

With k2gro you can give your employees a truly seamless experience without the need to log in using passwords.

All major login providers are supported such as Microsoft Azure, Google Accounts, OKTA, MS AD, onelogin and more.

Utilising your HRIS API's, k2gro can push or pull your user data for use in creating onboarding or job specific learning rules. Data can also be extracted back into your HRIS for external use.



Frequently asked questions



Q = How do I test the system ?

A = You can simply create an instant access **Free** account from k2gro.com

Q = How long would it take to set up for my organisation ?

A = Excluding setting up the SSO probably less than 2 days.

Q = How much does the set-up cost ?

A = Assuming you select existing components – there is no charge.

Q = What are the costs ?

A = Initially it is **Free** to play with and then the cost is based on volume and level of customisation. Typically, UKGBP £ 50.00 per user per year.

Q = Is there training available for our people ?

A = Yes, we provide web-based training live on 'MS Teams'.

Q = Is the system GDPR compliant ?

A = Yes and we are ico registered - Z9327683

Q = Where is the system hosted ?

A = On dedicated UK based fully managed servers with i0mart.

Q = Can you customise the system ?

A = Anything is possible, that is how we evolve the system.

Q = How do you invoice to cope with changes in headcount ?

A = We invoice quarterly based on user count for the previous quarter.

More frequently asked questions

Q = How do the administrators get access ?

A = Once the administrator has an account, we set up additional permissions.

Q = What if we do not have single sign on ?

A = Then we can supply a unique user access code.

Q = Do you work with our IT to set up the security ?

A = Yes, and we have a wide range of experiences.

Q = Is there a minimum number of users required per year ?

A = To bring the system to life, probably 200 +

Q = How do you charge for access ?

A = We base the charge on user count per quarter.

Q = Will the system integrate with our HRIS ?

A = Yes, we have experience of a wide range of integrations and API's.

Q = We already have learning content; can we upload it ?

A = Yes.

Q = Can you mass import previous history ?

A = Yes, we can supply an import template.



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