



# Training and Certification

**Simplified training. Automated grading. Immediate insight.**

In order to keep employees safe and their knowledge current, manufacturers must constantly provide up-to-date training on new products, procedures and regulations. While most organizations deploy web-based methods for corporate training requirements, paper-based processes remain common for training conducted on the line or in the field. These processes are time and resource intensive, requiring instructors to manually prepare materials, grade exams and key in results. Not to mention, all that paper can get in the way of your efforts to drive productivity up and keep costs down.

Lexmark's Training and Certification solution leverages your Lexmark MFP devices to provide an affordable, low-hassle way to streamline testing. By allowing administrators to electronically create, distribute and grade tests, our solution helps manufacturers save time on grading, lower expenses of employee evaluation and provide visibility to meet compliance requirements.

## Speed and accuracy through automation

Paper-based training processes can be a major burden—especially for manufacturers with thousands of production workers or field-based employees and widely distributed sites. The sheer volume of tests, combined with requirements to enter data into multiple core systems keeps instructors from being able to focus on training and coaching. In addition, manual data entry leaves organizations open to errors, incomplete processing and compliance issues.

Lexmark Training and Certification replaces manual test administration and grading with an automated, easy-to-use solution. All completed tests are scanned on a Lexmark MFP, sent to the grading software and automatically scored. From there, results are sent to your existing HR or training system. Your administrators are no longer required to shuffle paper or key in data, so they can stay focused on providing quality training and you'll generate results with greater speed and accuracy.

## Less waste, lower costs

Creating paper tests from your corporate headquarters, distributing them across multiple locations and then shipping them back for grading and input is expensive. Shipping and printing costs add up quickly, and this system lacks the flexibility you need to update exams quickly and affordably.

Since Lexmark's Training and Certification solution allows instructors to print exams and personalized answer sheets on site, they'll be able to administer tests with less waste and lower costs. On-site printing ensures that only the materials that are truly needed are printed, so you'll use less paper and supplies and eliminate the cost of shipping back and forth. And, since your instructors have more control, they'll be able to easily design and update materials without paying customization fees to external vendors.

## A complete view that simplifies audits

Traditionally, paper tests are stored in filing cabinets at local sites, and are mailed or manually routed to corporate locations when needed. Not only does this require valuable space and drain your resources, but it can also leave valuable data hidden and difficult to locate. With training results and information spread across your organization, a complete view is impossible. That limited visibility can become an issue during audits and can result in uninformed decisions.

Lexmark Training and Certification converts paper answer sheets into digital versions so you can view results anytime, anywhere. By integrating seamlessly with your existing systems, the solution makes it possible to automatically export test results into standard file folders or core business systems. Stored electronically, results can be located and reviewed with just a click of a button—no more searching through file cabinets. And with a view that complete, audits and compliance will be a breeze.



### The feedback you need, instantly

Quick feedback on test results is critical in a factory. Knowing an employee has completed and passed specific training is key for productivity and safety.

Lexmark's Training and Certification solution automates the testing and grading process to boost your process efficiency and get certified employees back on the factory floor.

Comprehensive test analysis and built-in grading reports help training managers monitor program effectiveness and employee performance.

### Features that drive smarter testing

- ▶ **Automated processing and tracking:** Test answers are captured at the MFP and automatically graded, so instructors only need to handle exceptions
- ▶ **Seamless integration:** The solution integrates with existing business systems to make data import, export and reporting easy and immediate
- ▶ **Dynamic roster creation:** Employees can be added to the roster at time of training by simply scanning their badges when entering the classroom, for increased accuracy and flexibility

### At work across your enterprise

Our solution was built to be flexible enough to accommodate your unique needs in a variety of scenarios. Here are just a few examples.



**New Employee Training**—Train new hires on general information required when joining the company



**Production Line Training**—Train employees on specific tasks on the production line (e.g. assembling, packing, etc.)



**Safety Training**—Conduct safety training mandated by OSHA



**Operator Certification**—Train and certify individuals who must operate specific pieces of machinery or equipment (hydraulic presses, CNC lathe, fork lifts, etc.)



**Equipment Inspections**—Inspect trucks, machinery, tools and more to ensure proper maintenance and safety reviews have occurred