

# CORPORATE UNIVERSITY (CU)

The Institute has been developing and managing online corporate universities for supermarkets, retail associations, and international retailers since 2005. Our corporate university clients include Eurocash—Poland’s largest retailer/wholesaler, APAS in Brazil, National Grocers Association (NGA) and Grocery Outlet in the United States. These organizations have custom websites, branding, certificates, catalogs and courses. Below are some of the options to customize your corporate university.

## OPTIONS AND CUSTOMIZATIONS



### BRANDED LMS

The LMS is branded with your logo.



### CUSTOMIZE HOMEPAGE

Tailor and organize elements in the homepage and menu.



### GROUPS

Setup cross sectional groups (ie. managers, cashiers, etc.).



### PUBLIC WEBSITE

Your external training website, branded with your logo and colors.



### ADD YOUR OWN COURSES

Have your own courses, training materials and documentation in the LMS. Only your users can see them.



### CUSTOMIZE OUR COURSES

Courses can be edited to add or delete content of your choosing.



### CERTIFICATE

Your training certificates are branded with your logo and signatures of your executive team.



### YOUR OWN CATALOG

You can customize the course catalogs (free with CU).



### AUTOMATED ENROLLMENTS

Users will be automatically enrolled in course if they meet the criteria you determine.



### INTEGRATION

Have automatic data transfers between our LMS and your ERP/HR system (ask for quote).



### SINGLE SIGN ON

Your users login to your system (intranet) and can proceed to our LMS without login in again (ask for quote).



### BADGE PROGRAM

Your users will badges when they complete courses/requirements you define (ask for quote).

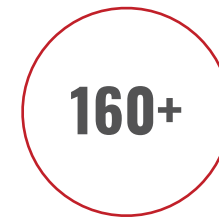
# ONLINE TRAINING FOR

The IGA Coca-Cola Institute offers IGA retailers a complete online training program to develop and train their associates. If you are not taking advantage of the program, contact the Institute’s Learning Solutions team via email at [igainstitute@igainc.com](mailto:igainstitute@igainc.com) or call them at (773) 695-2611. Besides providing you with access to the online training, they will work with you to setup your program.



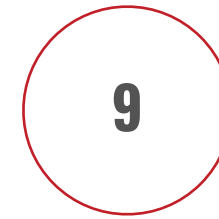
LMS

**CLOUD**  
Cloud-based Learning Management System (LMS)



160+

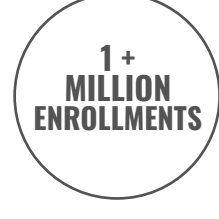
**160+ ONLINE COURSES**  
Supermarket training designed for the independent retailer



9

**9 COURSE CATEGORIES**  

- Essentials
- Getting Started
- IGA
- Management
- Merchandising
- Operations
- Positions
- Produce
- Safety



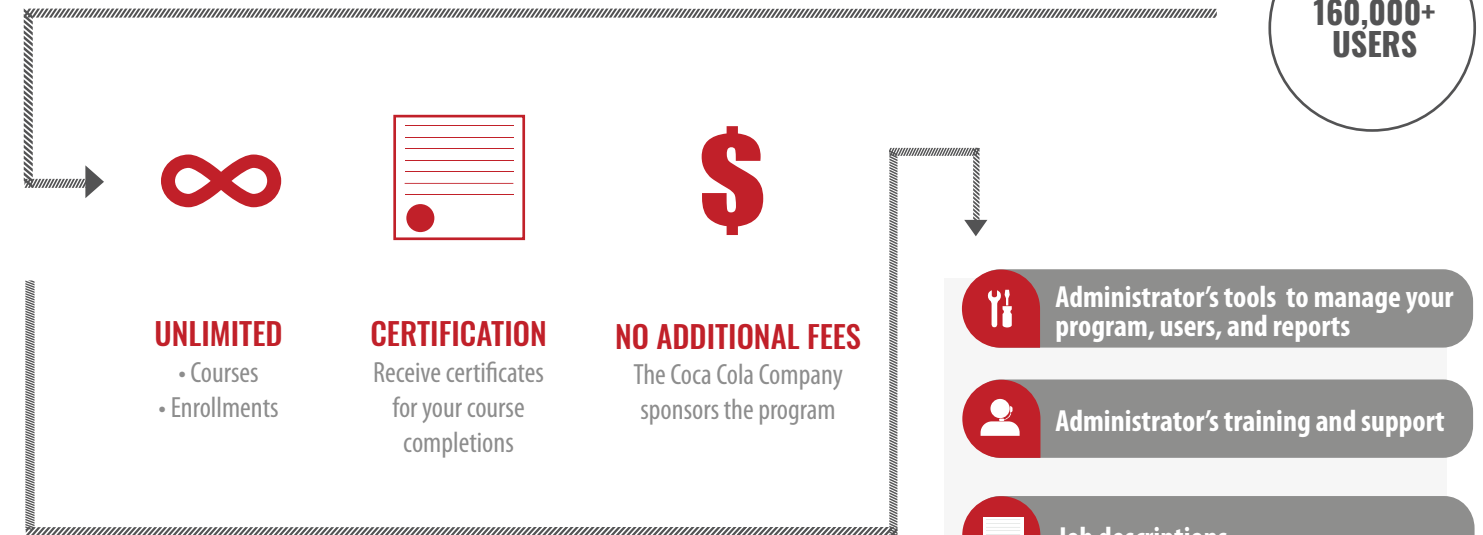
1+ MILLION ENROLLMENTS



10,000 ORGANIZATIONS



160,000+ USERS



### SERVING CORPORATE UNIVERSITIES SUCH AS:



# FEATURES

On **March 2nd, 2015**, the **IGA Coca Cola Institute** launched a brand new LMS. This new tool means significant upgrades, most relevant a cloud-based system that supports mobile learning. Here are a few of the most popular upgrades:



## SESSIONS TRACKING

Track how many sessions users have for a course or overall



## TIME TRACKING

Track time in a course and total time in training



## MOBILE LEARNING

Courses are tablet ready



## DASHBOARD

Get a snapshot of your group's training program, manage users and reports from a single screen



Register single or multiple users at once



More detailed user profiles, including Department and Notes



Inactivate or delete user accounts



Add your own courses, ppts, videos, manuals, etc. \$250 per course one-time fee



Users can earn badges for their course work



Move users from one store to another



Print user certificates from the administrator account

## WHAT IS A LEARNING MANAGEMENT SYSTEM (LMS)?

The LMS is the platform where the courses reside along with the student accounts and the administrator tools. In this platform your team can take courses, track their progress, you can run reports, and register and maintain your user's accounts.

# REPORTING TOOLS & LEARNING PLANS

The reporting tool allows administrators greater flexibility. Now you can use standard reports or customize them to meet your needs. You can schedule reports to receive them via email on a set date, recurring date, or time. It is a powerful tool that you can automate and customize to track your team's online training usage and performance.

## REPORT TYPES

### Standard Reports

- Users
- Courses
- Tests

### Custom Reports

Pick and choose the information in your report (ie. user, course, store department)

## SUMMARY

### Course Summary

View a course historical usage at your store (graphic snapshot)  
Detail a user's testing for a course

### User Summary

View a user's historical training record (graphic snapshot)

## REPORT FEATURES

### Schedule

- Schedule reports
- Receive them via email
- Set recurrence

### Export

Export reports as:  
.xls, .csv or .html files

### One-click

View/Run all reports with just one-click

## LEARNING PLANS (LPs)

Learning Plans are custom course lists that you can define and assign to your associates. LPs allow you to determine the course order and set pre-requisites. They also facilitate course assignments, performance tracking, and standardize the learning curricula for your store/organization.



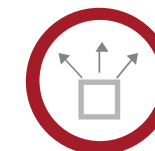
### ARRANGE COURSES' ORDER

Define the order in which courses should be taken



### SET PREREQUISITE

Lock courses until its prerequisite course has been completed



### LP ASSIGNMENTS

Assign LPs to users, departments and/or stores



### UNLIMITED CUSTOM LPs

Create as many LPs as needed



### ASSIGN LP CERTIFICATES

Each LP has its own certificate



### SCHEDULE

Assign completion deadlines to LPs



### EDIT LPs

Add/Remove courses, change prerequisites and descriptions etc.

**LPs OPTIONAL FEATURE HAS A COST OF \$250 (ONE TIME FEE)**