



Introducing the MSLBMDA's "Training Center"

Online Training, Testing and Performance Tracking

A Benefit Exclusively for Mountain States Lumber and Building Material Dealers' Members

We are proud to announce a new member service – the MSLBMDA Training Center.

What is the Training Center?

The Training Center is an online training, testing and performance tracking system.

Powered by ComplyAbility®, this dynamic training system is now available as a benefit for every MSLBMDA member. By using your assigned user name and password, you can access the system AND create a "user account" for every employee.

The Training Center has been populated with a number of training modules that employers and employees alike should take. Some modules are designed specifically for management and some are designed for employees.

Logging Into the MSLBMDA Training Center System

The Training Center is easy to use. Visit the MSLBMDA home page on the Internet at www.mslbmda.org. Click on the "Training Center" icon. You will be immediately linked to the MSLBMDA Training Center Registration Page. Just complete the form and click the "Submit" button. You will then be able to input your "user name" and "password" (that you have established), and log into the system.

Once in the system, just point and click on any topic. We suggest that the first thing to do is review the "Using the System" module. You will be able to add all of your employees as users (each will have their own user name and password). There is a brief quiz at the end of each training module. Successful completion of a module is automatically tracked by the system providing you with documentation that your employees are trained and that you have complied with your training responsibilities.

Upgrading Your System

MSLBMDA members are provided with a "Basic" ComplyAbility System as a benefit of your membership.

Members can upgrade to the full system including 200+ training modules, hundreds of business forms, manuals and guides, toll free access to HR professionals, and much more at any time. Learn all about this dynamic HR, regulatory compliance, training, testing, performance tracking and reporting system via the "Customizing the System" module.

Upgraded Full System Pricing for MSLBMDA Members

MSLBMDA members electing to adopt the full ComplyAbility system can do so at an extremely affordable price. ***Regular retail pricing is \$1,795 (one-time setup) and \$9.00 per month per employee. However as a member of the MSLBMDA, that price is reduced to just \$895 (one-time setup) and \$5.00 per month per employee!***

The ComplyAbility system is the key to the delivery of training to your employees. In addition, your employees will be tested and their performance tracked, thus guaranteeing compliance with a seemingly never ending list of federally mandated training requirements.

FACT: An employee-related lawsuit is filed every 81 seconds in the USA!

We live in a litigious society. Business owners live with the risk of litigation over employment practices, management activities (employee training or the lack thereof), and actions of employees.

ComplyAbility enables employers to mount an "Affirmative Defense" as defined by the US Supreme Court, proving that the company is doing "The Right Things – The Right Way" and avoid a catastrophic loss.

FACT: Employers are subject to state and federal law pertaining to employee and job-specific training!

There has never before been a comprehensive system insuring compliance with employment laws. Whether related to lawful employment practices, safety, or management actions, ComplyAbility provides best practices through the best solution, delivered to employees and managers via MSLBMDA's Home Page on the Internet.

FACT: Employers must be able to demonstrate and prove employee training! Records are the only proof of lawful employment practices and the key to winning the battle over employment claims whether related to hiring practices, disciplinary procedures, safety practices or maintaining a non-discriminatory environment.

Whether the issue concerns a current or past employee, ComplyAbility retains training material, test records and documents proving comprehension, demonstrating the company has taken and exceeded the actions necessary to show compliance consistent with best management practices and record keeping.

FACT: Live training takes time and money. Employees absent for illness or vacation miss the training experience and your ability to establish an affirmative defense is lost!

Training via ComplyAbility, whether required by federal mandate, or job-specific, is delivered in a fraction of the time required for live training. Employees and managers complete training at their own pace at their convenience. New or absent employees **NEVER** miss the training experience. Records of test results provide proof that you train employees and that employees access the system regularly seeking information.

FACT: Instant access to a wide variety of employee forms is imperative in today's workplace! With ComplyAbility, no longer will managers have to first obtain and then track current versions of employment related forms such as:

- W-9
- W-4
- Direct Deposit Enrollment
- IRS Form 8300
- Payroll Deduction Authorization
- Vacation Request Form
- Job Application Form
- Employee Exit Interview... and many more!

Even with a full-time human resources staff, are you certain you are in compliance with the lengthy and ever changing list of regulatory requirements?

The list of required regulatory compliance and employee training issues includes: EEOC; ADA; Harassment; Discrimination; OSHA; ADEA; Specific Job Training based on job duties; Testing; Tracking; and proof of compliance to name just a few.

Compliance training of employees is delivered in English and Spanish. The most current versions of mandatory State and Federal employment posters are delivered to each employee via their "individual" home page. Training is delivered in a user-friendly format to each employee via audio and flash video presentations. Additionally, the system provides a means to communicate company news, announcements or notices of any kind.

Human Resource Documents Online

- Management guides on topics such as hiring, Title VII, discipline and termination
- Safety programs, handbooks and guides
- Unlimited forms – company and employment
- Unlimited ability to customize, add, and create content

For more information contact ComplyAbility at: 1-800/708-6460

