



Forte & Tablada delivers consistent training with the LMS built for Office 365.

LMS365 supports the training needs of Forte & Tablada.

Challenge

- | In the last five years Forte and Tablada, Inc. – a consulting engineering and land surveying services firm focused in the Transportation, Land Development, Public Works, and Industrial markets – has doubled in size. While this is great news for business, it means an increasing challenge for leadership to effectively and consistently communicate expectations to employees. The need to deliberately impart business and technical acumen from senior members of the firm to the next generation of leaders was also recognized, but without a Learning Management System (LMS) in place it just wasn't practical. Additionally, the company lacked an efficient method of tracking progress and completion of formal training delivered in-house. Because of its smaller size, leadership required a system that was inexpensive and did not have a steep learning curve for administrators and users – it had to be easy to implement and easy to use.

“Implementing the LMS has been a catalyst in increasing the overall use of our company intranet. Now that employees are regularly accessing the corporate intranet to complete trainings, we have confidence that they will be comfortable executing other business processes there.”

Sam Amoroso
Forte & Tablada

Solution

- | After discovering LMS365 in the SharePoint App store and requesting a trial, leadership decided that this was the LMS that met their needs. LMS365 Cloud built in Office 365 was implemented in September 2016 to internal users and several courses have been developed so far to meet their unique needs:

- | ☒ Employee Timesheet Completion (developed in-house)
- | ☒ Project Manager Timesheet Line Item Approval (developed in-house)
- | ☒ Supervisor Timesheet Approval (developed in-house)

- | In addition, the training team uploaded the course materials for a Risk Management training plan that was developed by the company's professional liability insurance company. The training plan consists of several modules, each written material, video,

and quiz. More training modules aimed specifically at project managers are currently being developed in-house.

Employees of various levels are using the system, from general employees accessing training with instructions on basic day-to-day tasks such as timesheet or expense report completion, to senior members of the firm tackling more advanced topics related to project delivery, contracts, and risk management.

As a professional services provider, the internal business process that drives all others at Forte and Tablada is the completion and approval of employee timesheets. New employees are instructed to complete basic timesheet training during onboarding and are using the LMS from day one.

On the other hand, seasoned professionals are required to periodically refresh training in areas relevant to the business of consulting engineering. The training staff continues to add training modules that, while not necessarily required, are handy for improving day-to-day efficiency and are available on-demand, allowing employees to further develop their skills.

Results

From a technical perspective LMS365 makes it easy to develop new training modules, communicate requirements, and track compliance. Forte & Tablada now has a functioning system that training staff continues to build out and improve.

On the business side, **the LMS allows the company to consistently deliver training without requiring costly and duplicative meetings.** Employees complete the risk management training modules on their own time and the included quizzes in the modules help the training staff verify comprehension.

Forte and Tablada's professional liability insurance renewal application asks how many eligible members of the firm have completed certain portions of the insurer's voluntary risk management training program. **Through LMS365 the company has documented high rates of completion and can answer this question in a way that improves the insurance company's perception of Forte and Tablada's risk profile.**

Future Looking

In the future, Forte and Tablada expects to develop a suite of training plans suited to each major distinction in professional grade within the firm. Training staff will align the training content with the various criteria for evaluating employee performance. With LMS365 the team is confident that it can clearly communicate expectations to employees and train them to meet these expectations.

About

Forte and Tablada, Inc. is a multi-disciplinary engineering and land surveying firm specializing in civil, structural, environmental, and electrical engineering services with locations in Baton Rouge, Shreveport, and Denham Springs, Louisiana. While based in Louisiana, our engineering professionals are licensed to serve in Louisiana, Mississippi, Florida, Missouri, Virginia, Oklahoma and Texas. For 56 years, Forte and Tablada has

consistently produced creative and economical solutions for our clients and their projects in a timely and responsive manner.



QUICK FACTS

Industry // Civil Engineering

HQ // Baton Rouge, LA

Established // 1961

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