

The logo for MedTrainer, featuring the word "MedTrainer" in a white, sans-serif font. The letter "M" is stylized with a white checkmark inside its top-left corner. The background is a dark blue gradient with abstract white and light blue geometric shapes, including a large white-outlined parallelogram in the upper right and another in the lower left.

MedTrainer

GUIDE

# What Is Your Time Worth?

5 Ways to Save Time Training Staff

# Time Is Money

**Managing staff training is a huge undertaking — and one of the last places leadership wants to spend money.**

That's why so many compliance teams are still searching for free courses, developing trainings from scratch, and requiring employees to attend in person.

However, manual compliance training brings plenty of inconveniences for staff:

- Cannot see patients
- Have to interrupt the flow of their workday
- Coordinate patient scheduling around the training
- Commute into work for trainings even on their scheduled days off
- Must retain information from a potentially non-preferred learning environment
- Stress about missing trainings due to running late, being sick, or unable to attend for a myriad of reasons

**Paper and in-person trainings also take up more time. Time is money. And money talks.**

Inside this guide, get the calculations you need to determine how much time you're spending on outdated processes and translate that to dollars.

Then, [download this free, customizable letter](#) when you're ready to make the business case for a learning management system.

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# 1. Save Time By Training Online

## Time Spent Delivering In-Person Trainings

While there's little-to-no "cost" for delivering one single course in a room at your facility, there's a ton of *lost* productivity. In addition to inconveniencing your staff, in-person training requires a lot of planning and preparation on your part, practicing, and eventually presenting. Consider all the time *spent* and remember that these estimates are for delivering just one in-person training — the more in-person trainings you hold the more time you *spend*:

Task	Est. Time Spent
• Reserving a space	15 – 45 mins
• Writing email invitations	1 hr
• Sending reminders	1 – 2 hrs
• Presenting the training	1 – 4 hrs
• Reviewing/transferring names from sign-in sheets onto computer	30 mins – 1 hr
• Designing and sending completion certificates	2 hrs
• Logging employee scores if a quiz was given	1 hr
• Tracking CE credit if applicable	2 hrs
• Coordinating make-up sessions	1 – 2 hrs
• Providing additional make-up sessions for staff who were absent	1 – 4 hrs
<b>Total Est. Time Spent</b>	<b>10.75 – 19.75 hrs</b>

## Time Spent Using a Learning Management System

**Give** yourself time back in the day by taking **advantage** of an LMS that **gives** you access to a robust library of courses to select from, the ability to assign trainings with just a couple clicks, and the option to run customized reports. You don't have to prepare, practice, or present!

Task	Est. Time Spent
• Search for a course	5 mins
• Skim course(s) (you already know are verified)	20 mins
• Assign course(s) by location, role, and/or department	5 mins
• Automate email reminders	0 mins
• Automate scheduled reports sent to your inbox	0 mins
• Automate certificates and training status updates	0 mins
<b>Total Est. Time Spent</b>	<b>30 mins</b>

### It's Not Just Your Time Wasted

Your time and that of your employees is valuable, and perhaps **better spent** on other revenue-producing projects. **Reducing** the burden on staff by offering courses they can take anytime, anywhere, demonstrates administrative **flexibility** and contributes to employee satisfaction and retention.

**Time is Money.** Calculate and compare the time it takes to manually build and deliver one training course versus using a learning management system (LMS), and at what cost:

**Manual:**      \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
                             Hourly Cost                              Hours Spent                              Cost

**LMS:**            \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
                             Hourly Cost                              Hours Spent                              Cost

# 2. Save Time By Avoiding Manually Searching for Courses

## Time Spent Finding Quality Trainings

You might be able to find free course content online, but how much time does that actually take you and at what cost? How do you know if you're properly vetting the material? What if you can't find what you need to meet regulatory requirements? Do you have to piece together content from various websites? Even if you're sourcing courses from free video platforms, you're *spending time*:

Task	Est. Time Spent
• Reviewing online trainings	6 – 10 hrs
• Digging through each website	2 – 6 hrs
• Watching multiple 30 – 60 minute videos to vet the content	1 – 10 hrs
• Researching state and federal requirements	8 hrs
• Manually preparing presentations	2 – 8 hrs
• Reviewing copyright infringement policies	1 – 2 hrs
• Citing the information	1 hr
• Updating/revising trainings as regulatory requirements evolve	4 – 8 hrs
<b>Total Est. Time Spent</b>	<b>25 – 53 hrs</b>

## Time Spent Using a Learning Management System

Hours, if not days, are *saved* when you can *easily* filter topics to *quickly* find verified courses. In an efficient LMS, courses are consistently updated and added to align with changes in best practices, regulations, accreditation requirements, licensing and certification requirements, and market trends. Some LMS platforms even enable you to upload your own, unique content for easy assignment and automated tracking.

Task	Est. Time Spent
• Find a verified course	5 mins
<b>Total Est. Time Spent</b>	<b>5 mins</b>

**Time is Money.** Assess how much time you're *spending* looking up training content that is current, legitimate, and engaging, and compare that to having the qualified trainings you need with just one click:

<b>Manual:</b>	\$ _____	x	_____	=	\$ _____
	Hourly Cost		Hours Spent		Cost
<b>LMS:</b>	\$ _____	x	_____	=	\$ _____
	Hourly Cost		Hours Spent		Cost

# 3. Save Time By Automating New Hire Orientation

## Time Spent Manually Onboarding New Staff

It takes time to find the right new hire, and even more time is *spent* getting the new hire up-to-speed. And the larger the cohort, the more the tasks are multiplied. Without the proper technology, onboarding new staff is full of tedious tasks:

Task	Est. Time Spent
• Printing company policies	30 mins – 2 hrs
• Collecting written signatures	1 – 6+ hrs
• Reviewing which trainings are required for each role	1 – 3 hrs
• Assigning the required trainings	30 mins – 2 hrs
• Entering training completions	1 – 4 hrs
• Documenting each stage of the onboarding process	2 – 8 hrs
<b>Total Est. Time Spent</b>	<b>6 – 25+ hrs</b>

## Time Spent Using a Learning Management System

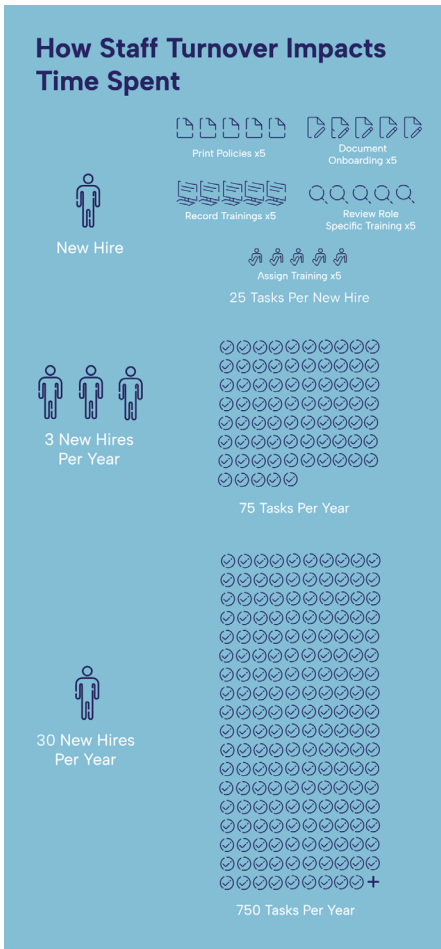
**Save time** and **spare yourself** some stress by using an LMS to pre-program course assignment paths by group, location, department, or role to automatically assign trainings when new hires are added to the system.

Task	Est. Time Spent
• Automate assigning company policies by role	0 mins
• View completed signatures	5 mins
• Automate curriculums based on role, location, or department	0 mins
• View completed trainings for each employee	5 mins
• Receive employee status reports	0 mins
<b>Total Est. Time Spent</b>	<b>10 mins</b>

**Time is Money.** Compare how much time it *takes* to complete the onboarding process for new hires using manual processes, versus an LMS that enables you to automate most of the tasks:

**Manual:** \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
 Hourly Cost                                      Hours Spent                                      Cost

**LMS:** \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
 Hourly Cost                                      Hours Spent                                      Cost



# 4. Save Time By Modernizing Tracking & Reporting

## Time Spent Manually Updating Reports

There's no cost for spreadsheets and email, but you're *spending* considerable time sending reminders to staff to complete courses, sifting through countless documents, and manually updating eye-straining spreadsheets. If a form or document goes missing, you're stressing and starting from scratch. These redundant activities can really add up:

Task	Est. Time Spent
• Printing comprehension quizzes or hand-outs	30 mins – 2 hrs
• Collecting quizzes	1 – 2+ hrs
• Grading quizzes	1 – 3 hrs
• Filing quizzes in employee folders or training binders	1 – 2 hrs
• Sending/delivering course documentation to staff	1 – 2 hrs
• Collecting forms or certificates from staff	1 – 8+ hrs
• Tallying completed courses	1 – 3 hrs
• Identifying missing course certificates	1 – 2 hrs
• Tracking down staff who haven't turned in their course certificates	2 – 6+ hrs
• Updating spreadsheets or paper files	3 – 10 hrs
• Making copies of course certificates for administration, compliance officers, HR, department managers, training managers, etc.	2 – 4 hrs
<b>Total Est. Time Spent</b>	<b>14.5 – 44+ hrs</b>

## Time Spent Using a Learning Management System

With an LMS, course progress, completion, quizzes, certificates, and more are accessible in real-time reports that you can save, print, and export. Plus, all data and documents are managed and stored in **one**, single platform.

Task	Est. Time Spent
• View/print a comprehensive training report monthly	1 – 5 mins
• Automate email reminders for staff to complete courses	0 mins
<b>Total Est. Time Spent</b>	<b>12 – 60 mins</b>

**Time is Money.** Calculate the time you *spend* on tedious tasks that would be eliminated with LMS software, then imagine what you could do with the saved time and money:

Manual:      \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
                      Hourly Cost                       Hours Spent                       Cost

LMS:                 \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
                              Hourly Cost                       Hours Spent                       Cost

# 5. Save Time By Reducing Paper

## Time Spent Housing Records On Paper or In Binders

While paper documentation and storage might seem simpler, this “old school” approach can be *costly*. In fact, time, space, and energy are just some of the soft costs *spent* on paper record-keeping, along with the hard cost of paper alone, and its *toll* on the environment. Consider how much time is *spent*:

Task	Est. Time Spent
• Waiting for documents to print	1 – 2 hrs
• Trouble-shooting printer jams	15 mins – 3 hrs
• Delivering documents to staff	15 mins – 2 hrs
• Waiting for staff to return paper documents	2 – 72+ hrs
• Filing paperwork away in folders and binders	1 – 4 hrs
• Locating paper documents	1 – 3 hrs
• Searching for documents when lost/misplaced	1 – 6 hrs
• Collecting signatures and documents throughout the office	2 – 8 hrs
• Reprinting documents when employees request copies	30 mins – 2 hrs
<b>Total Est. Time Spent</b>	<b>9 – 102+ hrs</b>

## Time Spent Using a Learning Management System

Another consideration is that the life of a paper file is finite, whether it’s discarded, shredded, or lost. With cloud-based record-keeping in an LMS, documentation is *never* lost, *easily* located, and *readily* accessible.

Task	Est. Time Spent
• Access training documents (you and your staff)	5 mins
• Print copies for an auditor (if needed)	5 mins
<b>Total Est. Time Spent</b>	<b>10 mins</b>

**Time is Money.** Add up how much time you *spend* printing, filing, and finding paper documents, compared to accessing what you need in just a couple clicks:

Manual:      \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
                   Hourly Cost                      Hours Spent                      Cost

LMS:            \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
                       Hourly Cost                      Hours Spent                      Cost

# Ready to Move into the Future with Time-Saving Technology?

Use this worksheet to add the costs of your time from each manual process together for a total sum, and compare that against the total costs of your time using an LMS.

Delivering Trainings	\$ _____	_____
	Manual	LMS
Finding Quality Courses	\$ _____	_____
	Manual	LMS
Onboarding New Staff	\$ _____	_____
	Manual	LMS
Tracking & Reporting	\$ _____	_____
	Manual	LMS
Paper:	\$ _____	_____
	Manual	LMS
<b>TOTAL:</b>	\$ _____	<b>VS.</b> _____
	<b>Manual</b>	<b>LMS</b>

Next, subtract the price of an LMS from the LMS sum identified above. This will be the total cost of just your time (not including other employees) using an LMS:

$$\begin{array}{r}
 \$ \text{ _____} \\
 \text{LMS Total}
 \end{array}
 -
 \begin{array}{r}
 \text{ _____} \\
 \text{LMS Price}
 \end{array}
 =
 \begin{array}{r}
 \text{ _____} \\
 \text{Total LMS Cost}
 \end{array}$$

Lastly, subtract the total cost of utilizing an LMS from the total cost of a manual process. This is how much you can **save** by using technology and moving to an **LMS** for training staff:

$$\begin{array}{r}
 \$ \text{ _____} \\
 \text{Manual Total}
 \end{array}
 -
 \begin{array}{r}
 \text{ _____} \\
 \text{Total LMS Cost}
 \end{array}
 =
 \begin{array}{r}
 \text{ _____} \\
 \text{Savings}
 \end{array}$$

There's almost no comparison between a manual process for staff training and deploying a learning management system, or LMS. **Take a closer look by talking to an expert.**



# The future is today, and technology is here to stay.

After assessing the advantages of healthcare learning software, it's clear that money can be saved — in the form of time. **You and every employee in your facility will save time with a learning management system.**

Staff have more time to spend with patients, less interruptions, and less stress when they have the flexibility of taking trainings where they can, when they can.

## Time Is Money. Save Time (and Money) With MedTrainer.

What you'll love about MedTrainer Learning:

- Neary 1,000 healthcare industry-specific courses
- Verified courses to meet regulatory and accreditation requirements
- Hundreds of CEU courses included
- Ability to assign curriculum bundles by role, location, or department
- Comprehensive course and performance reporting capabilities
- Automated email reminders until training is complete

MedTrainer streamlines compliance with a unified platform that optimizes workflows and organizes healthcare. Putting all your training tasks in a single location with toolsets for cloud documentation and credentialing, helps you maintain visibility into complex healthcare processes.

Every day, healthcare is evolving. MedTrainer helps you stay ahead of the curve and save time.

[Learn More](#)