

TRAINING CUSTOMIZATION

FULLY CUSTOMIZE YOUR TRAINING PROGRAMS

THOMSON REUTERS ACCELUS

Thomson Reuters Governance, Risk and Compliance (GRC) business unit provides comprehensive solutions that connect our customers' business to the ever-changing regulatory environment. GRC serves audit, compliance, finance, legal, and risk professionals in financial services, law firms, insurance, and other industries impacted by regulatory change.

The Accelus™ suite of products provides powerful tools and information that enable proactive insights, dynamic connections, and informed choices that drive overall business performance. Accelus is the combination of the market-leading solutions provided by the heritage businesses of Complinet, IntegraScreen, Northland Solutions, Oden®, Paisley®, West's Capitol Watch®, Westlaw® Business, Westlaw Compliance Advisor® and World-Check®.

Using either custom-built courses or altered Thomson Reuters Accelus courses, you can offer your users engaging content that meets their specific needs. Production of customized programs generally follows these four steps:

STEP 1: STORYBOARD REVIEW

The starting point for a customized training course is taking a look at the storyboard for a relevant off-the-shelf Accelus training course. These storyboards have been produced by an instructional designer and cover the course structure, how the content has been broken down into individual screens, and any additional functionality (such as the use of rollovers, pop-up windows, etc.)

Reviewing this storyboard allows you to familiarize yourself with the off-the-shelf course and to identify areas for customization. Changes to the storyboard are documented using Microsoft® Word's "track changes" functionality, making it easy for our technical design team to identify where changes are required and ensure a smooth and efficient development process.

STEP 2: TECHNICAL DESIGN AND INTERNAL QUALITY ASSURANCE

Once you have signed off on the storyboard, the Thomson Reuters Accelus technical design team begins drafting an online version of your customized course.

This draft version then undergoes internal quality assurance exercises to ensure that we've included your requested customized elements, and that they're functioning properly.

STEP 3: CLIENT REVIEW

Once the quality-assurance program is complete, we provide you with a link to an online version of the course. This "draft" version, hosted by Thomson Reuters Accelus on RecordKeeper, is not yet "live," as it is subject to change.

You submit any final changes via an "Amendments Template" that your project manager provides. Once the technical designer implements your changes, the course undergoes a second round of quality assurance exercises before we make it available to you for final review.

STEP 4: SIGN-OFF

Once you are completely satisfied with the course content and design, you sign off to signal completion. After sign-off, we will bill any additional changes in accordance with our hourly design rate.

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