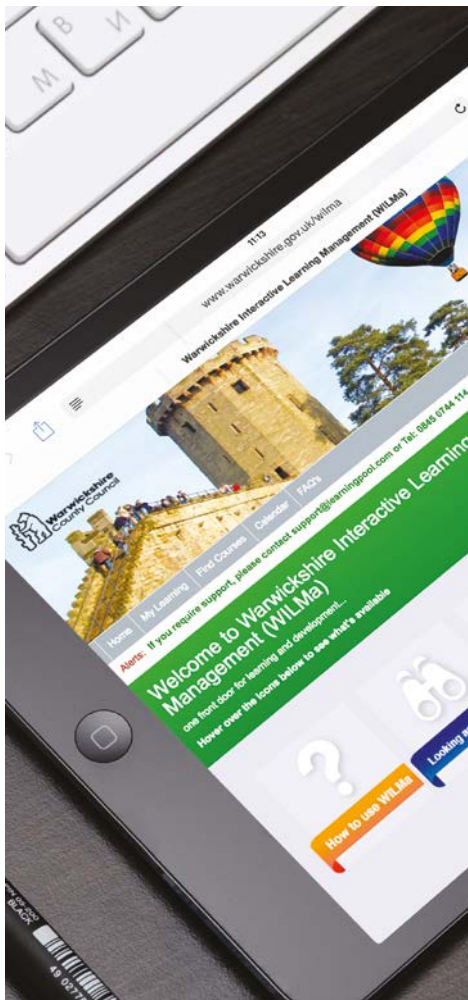# Manage your blended learning with a mix of online courseware and offline instructor-led training

Many businesses today have to manage fully blended learning programmes with a mix of learning interventions. Totara LMS allows you to manage a full range of face-to-face learning events from internal classroom sessions to external workshops.

Using Totara LMS, you can quickly and efficiently schedule face-to-face events and provide full employee self-service to browse events and book online directly. Totara LMS also has an optional built-in workflow so that a manager can review and approve bookings. Alternatively a manager or administrator can book the learner onto an event directly.

Organisations can encourage collaboration and knowledge sharing with Totara Social to create a truly blended learner experience.

## Self-service or workflow-based course bookings

With user-friendly self-service for locating and booking courses, learners can choose the course and session right for them and manage their booking directly. Once booked, event details can be a saved to a learner's (and their manager's) calendar using the iCal standard for Outlook, Google and a range of other calendar systems.

Learners can also declare interest in attending a session where there are no current sessions available or a known date for the event.

Totara LMS also offers a range of workflows for a manager driven session booking including email based request and approval, manual booking and pre-booked reservations for team members.

## Manage learning events and keep everyone in the loop

Track enrolment and attendance for offline training events, including standalone sessions and multi-day series.

Room management functionality allows administrators to create pre-defined rooms with address, capacity and equipment information to prevent double booking of training spaces.

Sessions which are fully booked can employ a waitlisting system so any cancelled bookings can be offered to the next learner in line or by random lottery.

Trainers and administrators can mark attendance at training events individually or in bulk, allowing large events to be managed within Totara LMS and contribute towards the professional development of your learners.

Automated, customisable notifications alert learners and managers alike of booking confirmations, updates and reminders of upcoming events, to allow efficient and effective blended and face-to-face training management.

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**www.totaralearning.com**