

# Training AI: Turn Training Records Into Answers That Matter

RTRS Training AI gives safety and HR teams a faster way to understand the information already captured in uploaded training records and the RTRS Learning Management System (LMS). Instead of reviewing records one by one, select a dataset and ask your company's private AI agent questions in plain language.

|           |             |             |     |              |
|-----------|-------------|-------------|-----|--------------|
| EMPLOYEES | COMPLETIONS | EXPIRATIONS | LMS | CERTIFICATES |
|-----------|-------------|-------------|-----|--------------|

## WHAT IS NEW

## Ask better questions about workforce training

|                                                                                                                                             |                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Find upcoming expirations</b><br>Identify training approaching renewal dates and group records by employee or topic to plan follow-up.   | <b>Review completed training</b><br>See which employees have a recorded completion for a specific training topic and review training histories. |
| <b>Identify documentation gaps</b><br>Locate records without uploaded certificates and find training records with missing expiration dates. | <b>Compare LMS and uploaded records</b><br>View activity from RTRS LMS and manually uploaded training records in the same analysis.             |

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| <b>WHAT DATA CAN TRAINING AI ANALYZE?</b><br>Employee and company   Training topic and dates   LMS or uploaded source   Certificates   Trainer information |
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Answers are based on the training records selected for analysis. Review important exceptions against source records.

## EXPANDED CAPABILITIES

# One dataset. Questions that support better training decisions.

Filter, select, and analyze your training records. Here are five practical ways to get started.

## 1 Plan upcoming renewals

Find training records approaching expiration and prioritize follow-up.

**ASK AI** Which training records will expire in the next 30, 60, or 90 days?

## 2 Check training by topic

Quickly review which employees have completed a selected training topic.

**ASK AI** What employees have completed training for [training topic]?

## 3 Locate missing certificates

Spot incomplete supporting documentation in the selected records.

**ASK AI** Which training records do not have a certificate uploaded?

## 4 Compare training activity

Review recorded completions across companies, topics, or time periods.

**ASK AI** Summarize training records by company during [date range].

## 5 Find potential training gaps

Identify employees in the selected dataset without a recorded completion.

**ASK AI** Which employees in the selected records have not completed [training topic]?

### 20 PRACTICAL TRAINING AI QUESTIONS

See all 20 sample questions in the companion guide.

### DOWNLOAD THE GUIDE >

[20 Training AI questions](#) | [PDF](#)

USING TRAINING AI

# Start focused. Expand as needed.

Training AI analyzes the records you select. A focused dataset and clear question can make the results more relevant, easier to check, and more efficient to generate.

SIMPLE WORKFLOW

|                                                                     |                                                                 |                                                                          |                                                                          |
|---------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>01 FILTER</b><br><br>Narrow by company, employee, topic or date. | <b>02 SELECT</b><br><br>Choose the training records to analyze. | <b>03 ASK</b><br><br>Use plain language to request the insight you need. | <b>04 REVIEW</b><br><br>Validate results and exceptions against records. |
|---------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------|

YOUR COMPANY'S PRIVATE AI ANALYSIS

**Your training data stays private.**

- No model training: Your information is not used to train public AI models.
- No sharing with other RTRS customers: Other companies cannot access your records or AI results.
- Controlled access: Users analyze records they are authorized to access.
- Enterprise security: Information is protected using Microsoft Azure security controls.

AI TOKEN USAGE — WHAT TO KEEP IN MIND

Training AI token use varies with the number of selected records and the complexity of your question. Larger datasets and broader time periods generally require more processing than a focused question.

BEST PRACTICES

|                                                                                                                  |                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Choose a useful scope</b><br><br>Select the workforce, company, topic or date range relevant to the decision. | <b>Verify the answer</b><br><br>Check certificate, completion and expiration exceptions against source records. |
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**READY TO EXPLORE YOUR TRAINING DATA?**

Get the 20-question guide and start exploring today.

**DOWNLOAD THE GUIDE >**

20 Training AI questions | PDF

AI-generated results should be reviewed against source records and company policies. Missing records in a selected dataset do not necessarily prove an employee has not been trained.