

Simplify Training Data

How to **build a single source of truth**
for training data.



Introduction

Disorganized data is a silent disruptor for training teams, limiting their ability to align programs with business goals and make informed decisions. For training managers under pressure to prove the value of their programs, it's not just about delivering great content—it's about using data effectively to demonstrate impact and drive improvements.

This guide focuses on the challenges caused by fragmented training data, provides actionable steps to consolidate it, and explores how tools like Administrate's Reporting Engine can help training managers turn raw data into meaningful insights that support business success.



ABOUT ADMINISTRATE

Administrate is a training management system purpose-built for managing live training at scale.

Teams that use our TMS are able to connect training data—no matter where it is in your organization—to show training's impact and make data-driven decisions.

The Impact of Bad Data

Meet Emily, a Training Manager at a growing tech company. Her day starts with a scramble—she opens five tabs: one for the Learning Management System (LMS), another for spreadsheets tracking attendance, a third for surveys stored in Google Forms, a fourth for financial reports, and yet another for HR records. As she tries to pull data into a coherent report for her Chief Learning Officer (CLO), Emily realizes some of the information is outdated, other data is missing, and worse, it's taking hours just to understand what's happening with a single course.

Emily's situation is all too common. Training teams, burdened with fragmented data spread across multiple platforms, struggle to gain meaningful insights. This guidebook shows how consolidating training data into a single source of truth can simplify reporting, improve decision-making, and directly impact business success.

Training data in large organizations is often scattered across multiple platforms: Learning Management Systems (LMS), HR systems, spreadsheets, and ad-hoc tracking tools. This fragmentation creates challenges that affect both the day-to-day operations of training managers and the strategic impact that training can offer the business.

Why These Challenges Arise

Data Siloing Across Systems. Different departments often use their own platforms to track and report on activities—HR tracks attendance, Finance monitors training budgets,

and Marketing manages customer education data. These systems are rarely integrated, resulting in data that is trapped in silos.

Inconsistent Data Collection. Different systems may track metrics in varying ways, leading to conflicting data. For example, attendance marked in the LMS might not match the records in HR, and course evaluations may exist only in survey tools like Google Forms. Without standardization, these inconsistencies accumulate.

Manual Data Handling. Because data is scattered, training managers must manually collect information from multiple sources. This process is time-consuming and prone to human error. It delays reporting, reduces accuracy, and leaves little time for strategic tasks



like identifying patterns or improving program quality.

Overlooked Value of Training Data. In many organizations, training data is viewed as secondary to financial or operational data. This perception can discourage investment in tools that streamline data management. Without centralized access, it's difficult for training managers to demonstrate how learning initiatives drive business outcomes.

Reactive vs. Proactive Use of Data. Without consolidated data, training teams operate reactively—responding to immediate needs rather than planning proactively. This limits their ability to align training with larger business objectives, such as launching new

products or entering new markets.

The Impact on a Training Manager's Daily Work

Time Wasted on Manual Reporting. Emily, the fictional training manager introduced earlier, might spend hours every week gathering attendance data from the LMS, feedback from survey tools, and budget figures from spreadsheets. Instead of focusing on learner engagement or course quality, she's bogged down in clerical tasks.

Missed Opportunities for Improvement. Because Emily's data is disorganized, she struggles to identify patterns—like which courses drive higher learner engagement or whether certain instructors need more support. Without insights, her team can't iterate effectively or align training with business goals.

Inability to Demonstrate ROI. When her CLO asks for a report on how training programs affect customer satisfaction or employee performance, Emily can only provide fragmented data. This makes it difficult to show how training influences the bottom line, undermining the perceived value of her team's work.

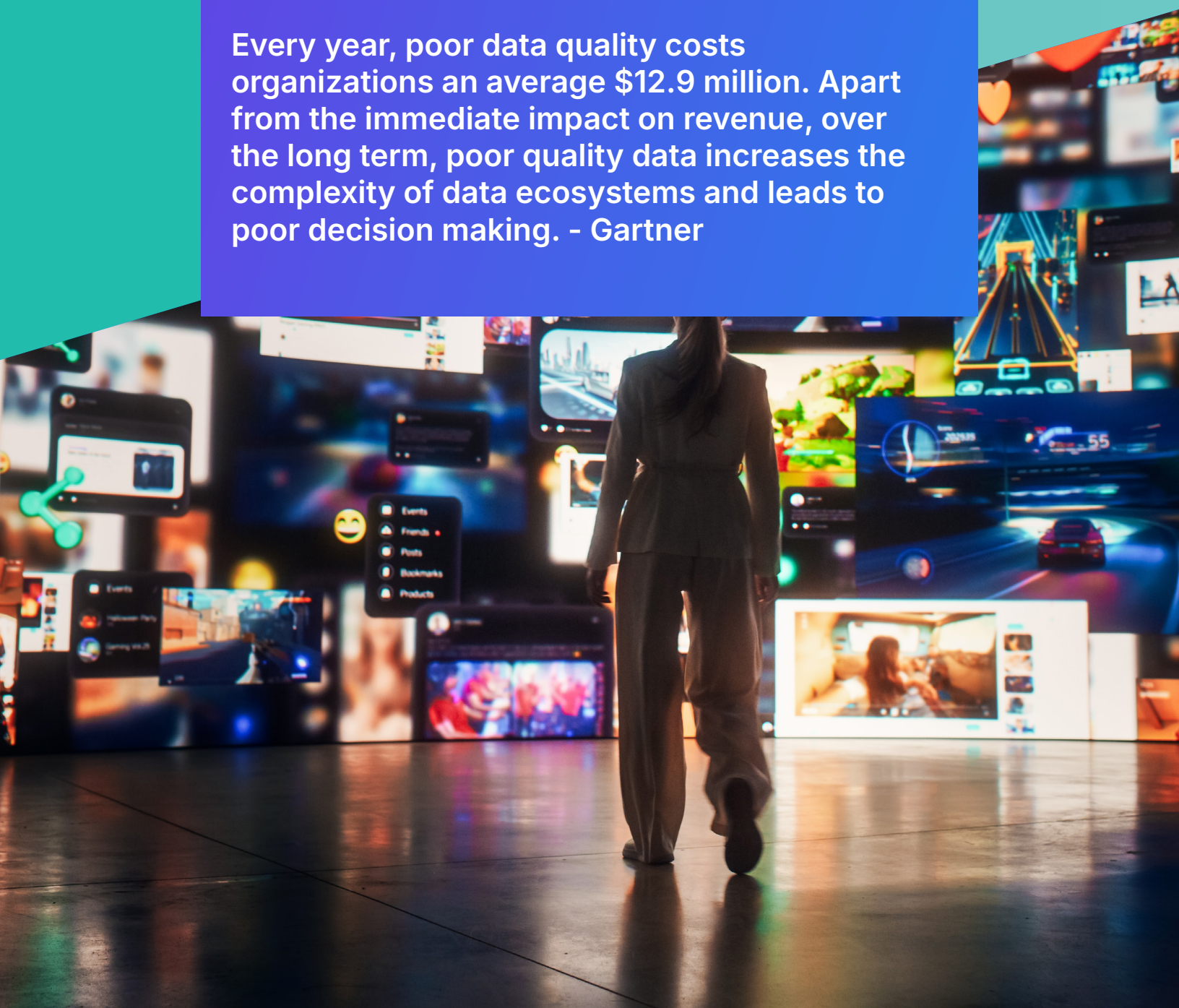
Lost Alignment with Business Strategy. Suppose Emily's company is launching a new product and wants to ensure staff are ready to support it. Without quick access to consolidated data, she can't identify who needs training, track progress effectively, or measure whether the initiative improves product launch outcomes. As a result, her team's efforts may be disconnected from larger business priorities.

Reactive Problem Solving. Rather than proactively planning for future needs, Emily's team is often in firefighting mode—addressing urgent gaps that could have been predicted and mitigated with better data. This reactive approach creates stress, inefficiency, and missed opportunities to innovate or pivot strategically.



COST OF DOING NOTHING

Every year, poor data quality costs organizations an average \$12.9 million. Apart from the immediate impact on revenue, over the long term, poor quality data increases the complexity of data ecosystems and leads to poor decision making. - Gartner



Training data is a hidden gem

When properly organized, training data offers invaluable insights into how the business operates and where it can improve or pivot to new opportunities. Training programs can reveal patterns that drive employee retention, customer satisfaction, and operational efficiency—all critical factors in long-term success. For example:

Employee Development. Data showing which courses improve performance can guide professional growth plans.

Product Readiness. Tracking completion of product training ensures employees are prepared for new launches.

Compliance Monitoring. Automated tracking of required certifications ensures the business stays audit-ready.

Customer Engagement. Customer education data can show whether training improves product adoption and satisfaction.

Without consolidation, these insights remain hidden in plain sight—trapped in spreadsheets and disconnected systems, where they add little value to decision-makers.

Training data should be a vital part of business intelligence, not an after-thought. Consolidating this data into a single, accessible source unlocks its full potential, empowering training managers to shift from reactive problem-solving to proactive strategy. This enables them to align learning programs with broader business goals, demonstrate ROI, and become a driving force behind organizational success.

The Power of a Single Source of Truth

Now, imagine if Emily's company implemented a single platform to consolidate all training data. Instead of juggling multiple tools, every piece of information—course attendance, learner progress, financial reports—flows seamlessly into one system. With a single source of truth, Emily knows that all data is accurate, up to date, and accessible.

When it's time to generate a report for her CLO, it takes seconds, not hours. No more scrambling between spreadsheets, verifying conflicting information, or worrying about outdated numbers. With these insights at her fingertips, Emily can drive improvements and



align training decisions with business goals—finally moving from reactive management to proactive strategy.

Accuracy. By consolidating data in one place, conflicting records are eliminated. Emily no longer wastes time reconciling mismatched information, and decisions are now based on consistent, reliable data.

Efficiency. With automated data collection, Emily avoids repetitive manual tasks. Instead of copying numbers from spreadsheets, the system gathers real-time data, reducing errors and freeing her time for more meaningful work.

Impactful Reporting. Emily's reports are customizable, allowing her to align training outcomes with business objectives like employee retention or revenue growth. She can filter and group data however she needs—whether it's by department, region, or course type—and tailor insights for specific stakeholders.

Scalability. As the company grows, the centralized system scales effortlessly, handling

increasing complexity with ease. Because data is connected throughout her training program, Emily quickly adds new courses, makes rapid decisions, and can pivot more often.

Better Decisions, Faster. You can now quickly identify trends, such as low engagement in a particular course, and address them proactively.

Clear ROI Demonstration: With a few clicks, you can show your CLO how training correlates with improved employee performance or higher customer satisfaction.

Alignment with Business Goals. Whether the company pivots to a new product or expands into new markets, you have the data to adjust training programs accordingly.

This transformation gives you not only clarity but also confidence. With everything consolidated into one platform, you shift from fire-fighting daily tasks to leading strategic initiatives that support the company's success.



How Administrate helps consolidate data

Administrate can be up and running in just 90 days in even the most complex enterprise environments. Our training management system allows you understand how to pinpoint the causes of churn and eliminate them.

Single Source of Truth. Administrate captures all of your training data into a single source of truth, where it's easy to analyze and report.

Drag-and-Drop Report Builder. Quickly create reports that access all of your training data. Reports can be customized for different groups, stakeholders, and audiences.

Advanced Filtering & Grouping. Focus on specific metrics, like course attendance or department performance. Easily see how these metrics impact business objectives.

Automated Reporting. Schedule recurring reports to ensure stakeholders always have the latest data.

Seamless Integration. Connects with other business systems like HR or CRM to provide a full picture of training's impact.

Getting started with better data management

Here's a list of actionable steps to help you take control of your disorganized data right now.

Inventory Current Data Sources. List all the systems (LMS, HR tools, spreadsheets) where training data is stored. Identify any overlapping or redundant sources.

Standardize Data Collection Methods. Create consistent fields across all systems, such as course names, completion dates, and attendance rates, ensuring data aligns and integrates smoothly.

Use Shared Tools for Central Storage. Leverage collaborative tools like Google Sheets or Excel Online to centralize scattered data. Create shared spreadsheets that act as a temporary, organized repository.

Develop a Data Management Schedule. Set weekly or monthly schedules to review and update data. This keeps records current and minimizes inconsistencies.

Create Templates for Manual Reports. Design templates for tracking learner progress, course performance, and instructor evaluations. This reduces the time needed to build new reports from scratch.

Identify Metrics Aligned with Business Goals. Determine which metrics matter most (e.g., completion rates, certifications, or ROI) and focus on tracking these consistently.

Automate Where Possible. Use integrations available in existing tools (such as Zapier) to automate tasks like syncing attendance from registration forms to spreadsheets.

Educate Stakeholders. Train team members on the importance of consistent data entry and ensure everyone follows the same procedures.

90 day plan to better data

Day 1–15: Inventory and Audit Data Sources

Objective

Identify existing data systems and eliminate redundancies.

Tasks

List active platforms like LMS, CRM, and spreadsheets.

Identify duplicate data and resolve inconsistencies.

Consolidate key data points into Administrate's centralized platform for real-time access to learner and instructor records.

How Administrate could help

Administrate's integrations connect with HR, finance, and other business systems to synchronize training data. This ensures that the latest updates (e.g., learner records from HRIS) automatically flow into your training environment.

Expected Outcome

A consolidated list of active data sources with a strategy to migrate critical data into Administrate's system.

Discussion Topics

Are all key data sources accounted for?

What data silos need to be eliminated?

Are cross-departmental data flows (e.g., HR to training) working as expected?

Day 16–30: Standardize Data and Implement Course Templates

Objective

Ensure consistency across data entry and simplify training delivery.

Tasks

Align naming conventions across all platforms (e.g., course titles, attendance records).

Use course templates within Administrate to create repeatable training structures.

Implement automated integrity checks to ensure data consistency.

How Administrate could help

The course templates feature helps structure training sessions efficiently, making them scalable and repeatable. Templates reduce planning time by reusing formats across similar courses, ensuring uniformity and eliminating manual rework.

Expected Outcome

A unified and consistent data model applied across all systems, with scalable course structures in place.

Discussion Topics

Are stakeholders aligned on naming conventions?

How well do the course templates address the team's scalability needs?

Are manual tasks noticeably reduced?

Day 31–45: Automate Reporting and Alerts

Objective

Transition to automated data handling for better insights and fewer manual errors.

Tasks

Create customizable reports using Administrate's drag-and-drop reporting engine.

Set up automated reports to share key metrics (e.g., learner progress) at regular intervals.

Configure real-time alerts to notify managers of critical updates, such as incomplete course registrations.

How Administrate could help

Administrate's reporting engine allows training teams to create intuitive, customized dashboards. With automated reports and alerts, teams can access actionable insights without the need for manual data extraction.

Expected Outcome

Automated, real-time reporting that provides stakeholders with timely and relevant insights.

Discussion Topics

Are automated reports meeting the needs of stakeholders?

How effective are the real-time alerts in catching issues early?

Are there opportunities to further streamline reporting?

Reports Edit

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Report: *Resource Utilization Report: MRI Machines*

[Filter Conditions](#)[Output Columns](#)[Sections](#)[Order](#)

Resource Booking matching

ALL



the following:

[Add Condition](#)[+ Group](#)

Event → Start Date

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Day 46–60: Align Metrics with Business Objectives

Objective

Ensure training data aligns with strategic business goals.

Tasks

Identify and track key metrics like training ROI, time-to-productivity, and compliance rates.

Customize reports to showcase these metrics in alignment with organizational objectives.

Train team members on using data insights to make faster, data-driven decisions.

How Administrate could help

Administrate's customizable reports provide flexibility to tailor metrics based on specific business needs. These reports help link training outcomes directly to broader business objectives, demonstrating ROI effectively.

Expected Outcome Clear alignment between training metrics and organizational goals, with reports customized to meet leadership needs.

Discussion Topics

Are the selected metrics accurately reflecting business objectives?

How well do customized reports communicate ROI to stakeholders?

Are team members using data effectively to guide decisions?

Day 61–75: Test Scalability and Optimize Processes

Objective

Prepare systems for growth and optimize workflows.

Tasks

Conduct scalability tests using simulated high data volumes.

Incorporate feedback loops from stakeholders to fine-tune workflows.

Schedule regular data audits using Administrate's tools to maintain accuracy.

How Administrate could help

The integrations and API capabilities ensure that Administrate scales with your organization. By seamlessly connecting to other business systems, Administrate enables efficient, scalable processes that adapt to growth without adding complexity.

Report Name	Entity	
Active Instructor List	Contact	Action ▾
Event Profitability as % YTD	Event	Action ▾
Fill Data for Boston Courses	Event	Action ▾
	Event	Action ▾
ions	Qualifications	Action ▾

Report: *Active Instructor List* Save ▾

Contact matching ALL ▾



Expected Outcome

A scalable system ready to handle growing training demands.

Discussion Topics

Are there any bottlenecks during scalability tests?

How well do feedback loops contribute to process improvement?

Are workflows optimized to handle growth effectively?

Day 76–90: Evaluate Progress and Plan for Continuous Improvement

Objective

Review project outcomes and establish a roadmap for future improvements.

Tasks

Gather feedback from stakeholders and identify areas for improvement.

Refine workflows based on lessons learned.

Develop a long-term plan for continuous data management optimization.

How Administrate could help

With real-time data insights and reporting, Administrate equips teams to evaluate their performance regularly and adapt their strategies to meet evolving business challenges.

Expected Outcome

A refined, efficient data management system with a roadmap for continuous improvement.

Discussion Topics

What were the key successes and challenges of the 90-day project?

How can workflows be further optimized?

What additional tools or features should be integrated moving forward?



Unlock the power of training data.

Administrate simplifies your data, allowing you to unlock the power of training data to make better decisions, show your impact, and grow training volumes and revenue.

[Book a demo](#)

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