



COMPLIANCE

The Complete Guide to Compliance Training

Assign it, track it, prove it — how to keep every employee current on mandatory training.

A TriLMS eBook





Why compliance training is different

Compliance training isn't optional and it isn't one-and-done. Regulators, insurers and auditors expect you to prove that the right people completed the right training on time — and re-certified when it lapsed. That shifts the job from “publish a course” to “operate a program.”

The three questions every compliance program must answer at any moment:

- Who is required to take each course (by role, department or the whole company)?
- Are they on time — or overdue, or due for renewal?
- Can you prove completion with an evidence trail an auditor will accept?

Build the program in five steps

1. Map requirements to people. Group staff into departments and map each mandatory course to a person, a team or all staff.
2. Set due dates and renewals. Every assignment gets a deadline; safety-critical topics get annual (or periodic) re-certification so nothing silently lapses.
3. Deliver in the format that sticks. Offer read, listen and watch so learners engage on any device, in any language.
4. Track compliance live. A manager should see their team's status at a glance: complete, expiring, overdue, renewal-due.
5. Keep tamper-evident evidence. Every completion, certificate and sign-off should be captured in an audit trail you can export.

Common pitfalls (and how to avoid them)

- Assigning courses but never setting due dates — “assigned” quietly becomes “ignored.”
- No renewal cadence, so last year's certification is treated as valid forever.
- Compliance data trapped in spreadsheets instead of a live dashboard.
- No independent, verifiable record when the auditor asks for proof.

Quick checklist

- Group staff into departments with a manager
- Assign each mandatory course to people/teams/all staff
- Set a due date on every assignment
- Turn on annual (or periodic) re-certification
- Give managers a live compliance dashboard

- Keep an exportable, tamper-evident audit trail

Try it in TriLMS

TriLMS does all of this out of the box: departments, mandatory assignments with due dates and renewals, a manager compliance dashboard, verifiable certificates and a hash-chained audit trail. Book a demo at [trilms.com](#).