

# Learning & Development

3.16

Training processes are complex, as different internal & external groups are involved: employees, directors & a variety of suppliers.

Typically companies spend vast amounts of money on training. One of their prime objectives should be to optimize these costs. This innovative module enables organizations to create training catalogues that are based on strategic initiatives, equipping employees with the knowledge & skills to adapt to business needs & strategies. Planning & general management of courses & development of programs are carried out with total control over process costs.

38

## HR Area

- Plan & create training catalogues that are based on strategic initiatives, equipping employees with the knowledge & skills to adapt to business needs.
- Hierarchical tree view of the different training products & courses available.
- Manage general course information (providers, prerequisites, skills levels, agreements, costs, levels, objectives & deductions).
- Define training courses: dates & time when course events & training actions take place (calendar, instructors locations, necessary equipment,...).
- Manage training requests.
- Manage training enrolment & absences.

### ➔ PROVIDE TRAINING ON DEMAND & ADDRESS TRAINING & KNOWLEDGE RELATED NEEDS

- The system automatically detects conflicts by attendees, in room booking or instructor availability.
- Accomplishment & tracking of training events.
- Control absences.
- Register participant's evaluations.

### ➔ EASILY RESOLVE TRAINING CONFLICTS

- Budget definition.
- Calculation of initial training credit.
- Improve & control real training costs.
- Define & control training actions subject to deductions.
- Monitoring, closing & granting deductions to completed training actions.
- Management of individual permissions.
- Calculate subsidies for each cost incurred.
- Compare budgeted information with the real data.

### ➔ IMPROVE & CONTROL YOUR REAL TRAINING COSTS

- Course events & multimedia sessions can be evaluated on the basis of attendee satisfaction, the appropriateness of the training courses & the knowledge acquired.
- Attendees can rate & assess the training, documentation received, instructors & methodology used.

### ➔ EVALUATING COURSE EFFECTIVENESS

- Easily generation of reports with information to be submitted to legal bodies.
- Massive data up-load (XML file generation for the technical user).

### ➔ TRAINING MANAGEMENT FOLLOWING EACH LEGISLATION'S CRITERIA

## Managers

- Request training needs based on the results of an evaluation process, employees career plan & or job requirements.
- Request approval & tracking.
- Analyze course results.

➔ ACTIVELY PROPOSE TRAINING & DEVELOPMENT PLANS

## Employees

- Immediate access to the overall training plans.
- Request training needs.
- Track training requests.
- Conduct course evaluation.
- Get access to specialized related forums & experts.
- Get access to training documentation.

➔ IMPROVE ON-LINE REGISTRATIONS

## Mobile Users

### Management of Messages

- Send communications to participants via electronic mail or text message.
- Send requests / confirmations.
- Send absences.

➔ EFFECTIVE COMMUNICATION MANAGEMENT

## Service Providers

### Manage providers

- Access to external training providers' information & agreements.
- Analyze providers & events for cost-effectiveness.

### Manage contents

- Possibility to upload external providers training catalogue.
- Send training related contents to the people involved.
- Manage e-learning courses.

➔ ACCESS TO SERVICE PROVIDERS