

ADVANCED TRAINING



This module will provide a rich set of training functionality so that you can create your own training programme with training packages, courses and sessions. Now you will also be able to track the student attendance and to efficiently audit the training activities and student progress.

- 📍 Manage training programs in your organization from a centralized location.
- 📍 Handle version controlling of courses
- 📍 Have training coordinators to individually handle every training session in the organization, rate them and generate reports.
- 📍 Keep track of employees who have successfully participated and completed certain training programs.

Lists out all the training courses with their statuses.

Course List

Title Coordinator Subunit Company

Archived

<input type="checkbox"/>	Title	Subunit	Coordinator	Company	Status
<input type="checkbox"/>	Digital Design	Graphic Designing	Russel Hamilton	Digital tech	Active
<input type="checkbox"/>	Computer Science	IT	Nick Silverstone	IT tech	Active
<input type="checkbox"/>	Engineering Science	Engineering	Peter Hamilton	Engineering Tech	Active
<input type="checkbox"/>	Statistics	Finance	Zarfer Hussain	Stat Tech	Active
<input type="checkbox"/>	Animations	Graphic Designing	Russel Hamilton	Graphic Tech	Active
<input type="checkbox"/>	Dimensions	Accounting	Nick Silverstone	Accounts Tech	Active

Lists out all the training packages with their statuses.

Package List

Code Course Package Archived

<input type="checkbox"/>	Name	Code	Company	Status
<input type="checkbox"/>	Human Resource Package	0001	OrangeHRM	Active
<input type="checkbox"/>	Manufacturing Package	0002	Manufactures Pvt. Ltd	Active
<input type="checkbox"/>	Architectural Package	0003	Archi Tech	Active
<input type="checkbox"/>	Computer programing	0004	IBM	Active
<input type="checkbox"/>	IT Package	0005	IT tech	Active
<input type="checkbox"/>	Engineering Package	0006	Engineering Tech	Active
<input type="checkbox"/>	Graphic Package	0007	Graphic Tech	Active
<input type="checkbox"/>	Accounting Package	0008	Accounting Tech	Active
<input type="checkbox"/>	Finance Package	0009	Finance Tech	Active

Add training courses to relevant training packages

Add Courses To Packages

Add Course

Digital Design Computer Science Engineering Science Statistics
 Animations Dimensions

Effectively assign students to each training package

Add Package To Students

Package Details
Add Courses
Students

Students

Add Multiple Employees +

Add To List *

Due Date *

* Required field

<input type="checkbox"/> Employee Name	Due Date
<input type="checkbox"/> Janaka Pushpa Kumara	<input type="text" value="09-02-2013"/>
<input type="checkbox"/> Janaka Martioal	<input type="text" value="10-15-2013"/>
<input type="checkbox"/> Mark Hudson	<input type="text" value="08-21-2013"/>
<input type="checkbox"/> Zanfer Hussain	<input type="text" value="11-20-2013"/>
<input type="checkbox"/> Harsha Silva	<input type="text" value="10-31-2013"/>
<input type="checkbox"/> Anthony Nolan	<input type="text" value="11-27-2013"/>
<input type="checkbox"/> John Parker	<input type="text" value="10-18-2013"/>
<input type="checkbox"/> Kevin Mathew	<input type="text" value="11-30-2013"/>
<input type="checkbox"/> Jennifer Smith	<input type="text" value="12-24-2013"/>
<input type="checkbox"/> Peter Hamilton	<input type="text" value="11-17-2013"/>
<input type="checkbox"/> Nick Silverstone	<input type="text" value="09-11-2013"/>

Lists out all the training sessions with their statuses.

<input type="checkbox"/>	Session Name	Training Course	Scheduled Date	Due Date	Status
<input type="checkbox"/>	Research strategy and feasibility	Digital Design	10-16-2013	10-23-2013	Scheduled
<input type="checkbox"/>	Design Concepts	Digital Design	09-09-2013	09-24-2013	Pending Approval
<input type="checkbox"/>	Detailed design development	Digital Design	08-21-2013	08-28-2013	Completed
<input type="checkbox"/>	Demand Forecasting	HR Planning	10-25-2013	10-31-2013	Pending Approval
<input type="checkbox"/>	Inventory Analysis	HR Planning	11-12-2013	11-19-2013	Scheduled
<input type="checkbox"/>	Work Regulations	HR Planning	09-18-2013	09-25-2013	Completed

Effectively manage the trainers participating for each training session

Trainers

Add to list * +

<input type="checkbox"/>	Employee Name
<input type="checkbox"/>	Russel Hamilton
<input type="checkbox"/>	Nick Silverstone

Assign multiple students to each training session at once.

Students

Add Multiple Employees +

Location *

Subunit *

<input type="checkbox"/>	Employee Name
<input type="checkbox"/>	Mark Hudson
<input type="checkbox"/>	John Parker
<input type="checkbox"/>	Kevin Mathew
<input type="checkbox"/>	Peter Hamilton

Determine the success of training courses by receiving trainer feedback

Trainer Session Details

Session Name Design Concepts

Training course Digital Design

Scheduled date 09-09-2013

Due date 09-24-2013

Deliver method WebEx

Status Scheduled

Description

Trainer Trained Status *

Trainer Rating *

Attend Date *

Trainer Comment

* Required field

Determine the success of training courses by receiving student feedback

Student Session Details

Session Name	Design Concepts
Training course	Digital Design
Scheduled date	09-09-2013
Due date	09-24-2013
Deliver method	WebEx
Status	Scheduled
Description	
Student Trained Status *	Scheduled
Student Rating *	Very Good
Attend Date *	09-11-2013
Student Comment	

* Required field

[Edit](#)

Generate reports with regard to session information provided

Student Session Information

Report Type	Student Session Information	Employee Name	Janaka Pushpa Kumara
Trained Status	Scheduled	Trained Date	After 10-16-2013
Session Name	Design Concepts	Session Scheduled Date	Before 10-16-2013
Session Due Date	After 10-16-2013	Session Delivery Method	WebEx
Session Delivery Location	Main Hall	Session Status	Scheduled
Course Title	Digital Design	Course Version	1.0
Course Company	Digital tech	Sub Unit	Graphic Designing
Session Coordinator	Nick Silverstone Russel Hamilton	Course Cost	Less Than 75
Currency	United States Dollar	Course Status	Active
Package	Graphic Package		

[Search](#)

Generated reports can be extracted to a pdf or csv file

Employee Name	Student Session Information				Session Information									
	Attendance	Attend Date	Rating	Score	Session Name	Scheduled Date	Due Date	Delivery Method	Session Status	Created User	Created Date	Course Title	Version	Course Coordina
Janaka Kumara	Scheduled	09-11-2013	Very Good	--	Design Concepts	2013-09-09	2013-09-24	WebEx	Scheduled	Admin	10-16-2013	Digital Design	1.0	Russel H
Mark Hudson	Scheduled	09-20-2013	Fair	--	Work Regulations	2013-09-18	2013-09-25	WebEx	Completed	Admin	10-16-2013	HR Planning	1.0	Anthony
renukshan saputhanthi	Scheduled	09-18-2013	Excellent	--	Design Concepts	2013-09-09	2013-09-24	WebEx	Scheduled	Admin	10-16-2013	Digital Design	1.0	Russel H

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Janaka Kumara	Scheduled	09-11-2013	Very Good	--	Design Concepts	2013-09-09	2013-09-24	WebEx	Scheduled	Admin	10-16-2013
Mark Hudson	Scheduled	09-20-2013	Fair	--	Work Regulations	2013-09-18	2013-09-25	WebEx	Completed	Admin	10-16-2013
renukshan saputhanthi	Scheduled	09-18-2013	Excellent	--	Design Concepts	2013-09-09	2013-09-24	WebEx	Scheduled	Admin	10-16-2013

Employee Name	Attendance	Attend Date	Rating	Session Name	Scheduled Date	Due Date	Delivery Method	Session Status	Created User	Created Date	Course Title	Course Coordinator	Subunit	Company
Janaka Kumara	Scheduled	9/11/2013	Very Good	Design Concepts	9/9/2013	9/24/2013	WebEx	Scheduled	Admin	10/16/2013	Digital Design	Russel	Graphic	Digital tech
Mark Hudson	Scheduled	9/20/2013	Fair	Work Regulations	9/18/2013	9/25/2013	WebEx	Completed	Admin	10/16/2013	HR Planning	Anthony Nolan	HR	HR Solutions
Renukshan	Scheduled	9/18/2013	Excellent	Design Concepts	9/9/2013	9/24/2013	WebEx	Scheduled	Admin	10/16/2013	Digital Design	Hamilton	Graphic	Digital tech

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