STAFF DEVELOPMENT

The Staff Development module provides a fully integrated solution that manages and administers the training and development of an organisation's most vital and costly resource; its employees.

It enables Learning and Development practitioners to track, schedule and report on employee training requirements in order to automate and optimise the management of your training programme. This user-friendly, functionally rich solution will save you time, reduce training costs and maintain an auditable, real-time record of your organisation's training activities.

The increasing emphasis on employee development provides new challenges for HR teams that are often hindered by limited resources. The Staff Development module enables line managers to capture appraisal and training need requirements with suitable prioritisation and authorisation, so that a centrally located HR team can review the requirements of the organisation as a whole and act accordingly.

The Staff Development module centres on the monitoring and analysing of your organisation's training requirements or needs. These needs can come from several different sources. For example, when an employee is given an appraisal by their line manager this can highlight a training requirement and the Appraisal system automatically generates a need. Other contributions to needs can come from external training resources, open learning, or by direct integration to your own training facilities. Training needs can also be entered from business plans or from departmental reviews or automatically created by appointing an employee to an activity that has predefined training requirements associated with it.

Alternatively, an employee can even enter their own needs as an unauthorised, self-service request using the HR Portal.

Interrogation facilities enable HR coordinators to analyse the current level of development needs, along with their significance and priority. From this information, a view can be constructed to determine which specific activities (events) are necessary to satisfy the training and development requirements.

When training courses or events are scheduled, this information is recorded and is used to maintain the proposed and completed training activities for each employee. The stages of each event are monitored and details such as the attendees and location kept, resulting in an accurate and audited record of the event throughout its life cycle.

On completion of an event, the employee's record is updated with the appropriate skills or qualifications gained and any new needs which have resulted can be generated with the assigned timescale and priority. A comprehensive view of costs, both in transaction detail or summarised against a designated element, such as the course category or general ledger coding can be analysed.

Extensive reporting provides you with a view on the success of the training event from the perspective of attendance, qualifications and skills provided enhancing the planning of future training programmes. A full analysis of costs gives you a financial evaluation to enable management of training and development budgets.

The Staff Development module is an effective tool which enables your organisation to successfully plan and manage varied employee training and development requirements within assigned timescales and budgets.

Key Feature Summary

Efficiently maintain and monitor in one system all employees' training and associated information from a number of sources, optimising your administrative processes.

Use of the integrated Workflow enables automated alerts to be sent to employees and supervisors.

Post-training workflows allow outstanding issues to be monitored and resolved such as managing evaluation responses and ensuring refresher training is planned for the appropriate date.

Pro-active workflows instigate additional actions such as the production of a document or the issuing of an alert (email) when designated actions are not performed.

All workflow emails can incorporate HTML formatting to ensure corporate identity and protocols are conveyed in the alerts.

Ensure compliance to statutory standards such as ISO 9001 and OHSAS 18001 as well as internally defined expectations.

Monitor employee training requirements from either a single central source or involve line managers and supervisors by use of the HR Portal facilities.

Manages all related employee based information such as qualifications, capabilities, various appraisal and monitoring activities, and organisation specific attributes which are also assigned to Activity (Post/Job) definitions, to enable capability matching.

Training needs can be assigned to an Activity (Post/Job) as well as to the company to which they are attached so that newly appointed employee records can be pre-populated with pertinent training requirements.

An extensive repertoire of reports can either be run by the staff development team or accessed by line managers and supervisors using the HR Portal, applying access security to ensure only the appropriate employees and details are shown.

The Self Service - HR Portal allows the employee to see all historical and planned training as well as any supporting information such as qualifications, skills, appraisal and targets so they can be challenged and corrected via a user defined Authorisation procedure, incorporating the line manager or supervisor.

Detailed costs and budgets may be recorded to ensure the appropriate costs are assigned to the appropriate Cost Centres as well as monitored to ensure the expenditure is limited.

Automated facilities to ensure new training requirements are assigned to existing Events with the appropriate capacity.

User configurable views of employee based information allows users to monitor and manage information in a manner which is effective for them.

Monitor corporate performance by use of high quality reports including charts and graphs using industry standard reporting facilities.

Standard reports and user defined queries can be easily manipulated to ensure it is sorted or grouped by an element of information held in the system such as Department, Activity, Location, Line Manager, Pay Grade, Training Course, Training Course Category and so on.