

Organizations of all sizes engage in their workforce appraisal periodically. However, it generates a lot of paperwork and managing such voluminous task efficiently is not an easy process. Therefore, **Training & Development Module** allows users to design and modify appraisal forms electronically. It enables employee to fill and submit their appraisal forms electronically to his/her supervisor. The supervisors, department head and unit head can also appraise electronically.

1

USER-DEFINED COURSE CATEGORIES

User can define different courses under various course categories.

2

USER-DEFINED TRAINING COST TYPES

User can define costs types like Training Fee, Air Fare, Accommodation, man-days and man-hours. Unlimited Training Cost Types can be defined as cost components. However, only eight cost components can be assigned to a single training type.

3

USER-DEFINED TRAINING TYPES

User defines Training Types like Local, Upcountry, Abroad with cost and In-house without Cost. For each Training Type you can assign up to 8 Cost Types. Upon entering course information, the system will ask you to enter cost figures for Cost types assigned to Training Type.

4

USER-DEFINED TRAINING INSTITUTES

User can define complete details about training institutes which are offering courses in different areas.

5

USER-DEFINED COURSE DETAIL

User can enter course details for courses which are offered by different institutes so others can see **Courses available**. User can also enter course details for courses already attended by the staff.

6

TRAINING COST ENTRY

There are 5 cost methods available and only in case of **Variable** cost method user needs to enter individual data.

7

ONLINE COURSE INQUIRY

On-line course inquiry based on up to 15 different selection criteria with up to 6 'Sort order'. Report can be generated for above inquiry in Excel.

8

ONLINE PARTICIPANT INQUIRY

On-line inquiry of participants information based on up to 13 different selection criteria with up to 2 'Sort order'. Report can be generated for above inquiry in Excel.

9

CROSS-FUNCTIONAL APPLICATION AND USAGE

Training & Development module is not only a great tool for HR, but it is also equally important for other departments such as 'Sales Training', 'Production' and EHS.