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Module data sheet

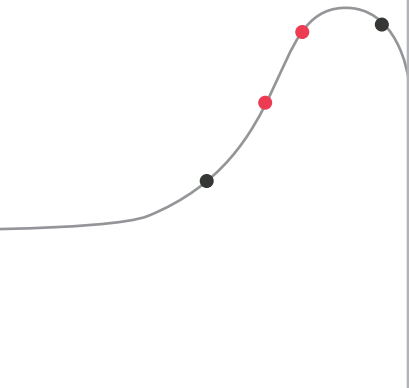
Training

Current and appropriate staff training is essential to the success of any thriving company. The implications for well-managed training programs are profound - this is an area that the *Workbench* Training module addresses head on. The system ensures that training requirements are met on an on-going basis and that complete training records are available for every member of staff.

The Training module allows a comprehensive range of skills and qualifications to be logged on a company-wide basis. Suggestions can also be made for future training. Using the calendar common to all modules, user-definable courses are then scheduled at optimum times and can include and notify appropriate personnel on multiple work-sites.

The Training process





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Benefits

An investment in people

- Identify and fulfill training requirements - an integral function for companies pursuing continuous improvement programs.
- Retain key members of staff and reduce staff turnover by addressing training requirements.
- Maximize return on investment - identify the training requirements of individuals in relation to their job needs and expectations.
- Enhance your company's image - good job applicants are always attracted to companies who offer excellent training.

Reducing bottlenecks

- Achieve the best 'fit' of people to jobs and vice versa.
- Identify, as early as possible, training deficits that may introduce production bottlenecks.
- Predict training shortfalls that may hamper your company's ability to pursue new business opportunities.

Features

Complete history trails

- Maintain complete and up-to-date records of all courses.
- Retain comprehensive records of employee reviews and assessment interviews.
- A training history is maintained automatically for each individual.

Use your own terminology

- Set up skills and qualifications using your own terminology. Skills can reflect on-the-job training as well as qualifications gained formally.
- Automatic notification to attendees that they have been booked for a course.
- Refresh qualifications that expire by defining follow-up courses.