

# Training Administration Management



- Maintenance of training courses, both internal and external with the following information:
  - Course Fee per head
  - Duration, training days, Minimum and Maximum Participants
  - Recertification Frequency
- User definable training budget control group
- Database profile of training organizer, training provider and trainer profile
- Training location and venue information
- Training expenses code for analysis e.g. Course Fee, Venue Cost, Traveling, Lodging, etc.
- Training Survey Form
- Periodical budgeting such as, Yearly, Half-Yearly, Quarterly, Monthly and/or Period based (From and To)
- Training schedule by course code and/or staff with the following information :-
  - Course code
  - Scheduled start and end date
  - Internal or External training
  - Minimum and Maximum pax
  - Duration of training
  - Actual training days / hours
  - Costing per pax
  - Schedule type TDIP, RECERTIFICATION, ADHOC, RESCHEDULE, etc.
- Tracking of various stages of the Training Event e.g. OPEN, CLOSE, COMMENCING, EVALUATION, COMPLETED, etc.
- Breakdown of training events into multiple sessions, detailing for each session the date, start and end time, training hours, trainers, etc.
- Training expenses utilization from different budgets
- HRDF % contribution for each training event administered.
- Distribution of training event expenses by :-
  - auto equal distribution to all participants on per event basis
  - manual distribution to each participant on individual basis
- Automatic generation of training participants for an event, based on integration with TNA Process module identified TDIP schedule list.
- Flexibility to allow user to further modify and maintain training event participant records as and when needed. This includes adhoc additional nomination / inclusion, last minute withdrawal, etc of participant from an event.
- Attendance marking online for each participant of an event.
- Total training hours per individual.
- Auto or manual rescheduling of participants to next available training event.

- Measurement of learning gain of an employee after the completion of course attendance.
- Trainers' evaluation and statistics on each of the trainer.
- Head of department online access viewing of his/her staff training records.
- Multiple trainers for an event and/or sessions of an event.
- Training self registration / nomination via the Employee Self Service based on confirmed training calendar.
- Email notification to registered participants on upcoming training dates and request for confirmation.
- Employee can request for training withdrawal online.
- Tracking of HRDF claims and status for each claim.
- Tracking of employee training hours and targeted hours.

