

TRAINING ADMINISTRATION MODULE



Training Administration :: Features & Benefits

Set Black-Out Dates For Instructors, Equipment, Facilities

Prevents scheduling of instructors, facilities, and equipment when they are not available due to vacation, travel, or routine maintenance.

Avoids Double-Booking

Instructors, facilities, equipment, and students are all checked when selected to eliminate the possibility of double-booking.

Tracks Instructor Certifications

Allows you to control the courses that instructors can teach. Instructors cannot be selected if they are not certified to teach the course.

Validates Pre-Requisites

Student course history is compared to course pre-requisites when students are enrolled. Students who do not meet pre-requisites are denied enrollment.

Tracks Actual & Billable Costs

Enables precise cost reporting for all training related costs, including instructors, facilities, equipment, material, travel, etc. Billable costs enable you to create a precise departmental charge-back program to fund training programs.

Computes Cost Of Lost Productivity

Lost productivity is computed by multiplying classroom hours by the employee's hourly rate. This enables you to determine and report on the true cost of training.

Tracks Extensive Course Information

Create a catalog of courses that include cost, certification details, number of meetings, class duration, detailed description, pre-requisites, skills, equipment, and materials needed.

Automatically Updates Course Costs

All course costs including instructors, equipment, materials, facilities, and travel, are totaled when the course is completed and divided among the students. This provides a permanent record of training costs within the employee's record. This also allows detailed reporting of training costs by department, division, location, or any other demographic category.

Tracks Detailed Course History

Allows reporting on all courses taken including the summing of credits, CEU's, and course costs. Course history is also used when verifying pre-requisites for current enrollment.

Creates A Wait List

Students can enroll in advance unscheduled courses. This automatically generates a wait-list for the course enabling you to determine which courses are currently in demand. Wait-list status is not granted until pre-enrollment is approved by the manager.

Supports Single & Multiple Meeting Classes

Allows you to specify a single facility and instructor for single meeting class and different facilities and instructors for each meeting of a multiple meeting class.

