

TRAINING MANAGEMENT DATA SHEET

FEATURES

Training Analysis Form

The training analysis form can be set up and this gives an overview whether there is actually any need for a particular training in an organization or specifically a particular department. This provides us with the scope of the training in the organization.

Manage training recommendations

Based on an employee's performance in the appraisal cycle and also the reviews post probation the respective reporting managers can suggest specific training to their team/department members to enhance their skills reduce competency gaps.

Training Schedule

The trainings that have been suggested can be scheduled depending on the availability of the internal/external trainer and the employees work schedule. A particular team/department/set of individuals can be targeted and training sessions conducted.

Online Training

Online Trainings can be scheduled and the attendees notified about the training schedule. Feedbacks are not mandatory and can depend upon the authorities.

Instructor /Trainer Management (Agency /Direct)

Training sessions can be conducted by internal or external instructors/trainers. The type of training to be scheduled and the skill sets required for the trainer would decide if the trainer has to be selected from within the organization or recruited from an external agency.

Annual / Monthly Training Calendar

Training calendar gives an overview of all the training sessions decided to be held and the targeted employees or teams who would attend those sessions. The employees would have access to the training calendar and individuals who are interested and have not applied for the training sessions can apply online.

Integrated with PMS and Probation

This module is integrated with the Performance and Appraisal Management system and Probation Management. The employees post probation and post performance cycle would be reviewed for their technical and communication skill sets and depending on the feedback obtained would have to attend training sessions.

Training feedback & Evaluation

Post training the attendees can evaluate the trainer and give feedbacks pertaining to the particular training session. This would help to analyse whether the training session was actually informative or not.

Track training budgets

Budgets are allocated for specific online and instructor led trainings. This would help to keep a check on the expenses incurred during the training.

Training Reports

The current and previous training reports of the employees are stored for future references and they can be exported in various formats.

Exenta, C-23, Tejaswini, Technopark, Trivandrum, Kerala, India



Phone: 0471 – 2700399/2700388 | www.exentahrms.com

