

ACCELERATE YOUR WORKFORCE

Your Path to Excellence



Introduction:

The main aspect for an organization which aims towards a steady progression is Training and Career Development of its employees. The Training process aims towards the gaining of the essential skills required for a certain job. Here Specific goals are targeted, for instance understanding a process and operating a certain machine or system. On the other side, Career development lays emphasis on the broader skills, which are significant in a wide range of situations, that decision making, thinking innovatively and managing people.

In current scenario organisations are paying a lot of emphasis on training and re-training their workforce. Training Administration module aids to managing and streamlining the entire process.

Necessity for it:

The Employees need to undergo training so that they acquire the vital set of skills to achieve a higher level of satisfaction in their job. This session also helps in addressing employee weaknesses, which inhibit them from giving the best services. A well-ordered development program helps employees gain alike skills and knowledge, hence bringing them all to a higher uniform level. A properly trained employee becomes more informed about procedures for various tasks. The workers confidence is also enhanced by training and development which aids to his being consistent in his performance level. Thereby refining the employee's satisfaction with his work and elevating his efficiency persistently.

Functionalities Available:

A training and development program creates a supportive workplace. The employees feel valued and challenged through training opportunities and in turn more satisfied towards their jobs. Managers can send nominations whilst the employees can accept them so that trainings can be planned and communicated to the attendees.

Training Analysis:

Training Analysis helps to bridge the gap between training media and training objectives. The Analysis Form provides a review of the employees who has undergone the training, thereby giving the company a scope for improvement in any particular training if required.

Training Analysis Summary:

Every employee desires to be aware of the training being conducted in the company. This helps in self-analysing ones skills and a scope for advancing them. The benefits of these skill enhancement programs are an option to change or grow your position and need to refresh your skills. As the company comprises of different departments

each concerning to different set of skills. In this the recommended training listing provides a platform for them to plan for and get better careers they aim towards. As the training schedules are listed, they could plan and apply for their concerned training program.

Training Calendar:

Planning is always an important factor for a program to be conducted. To profit from training being provided, training calendar is needed to be prepared and publish it. Since the calendar is available on monthly and yearly formats, so the employee is able to plan and review his training program accordingly.

Training Schedule:

Training is mainly provided focussing on a particular department/job and the set of skills related to it. This helps in knowing the focussed department/job for the particular training. The approval training request sent depends upon the concerned department/person handling it. Here all the details are readily available which allows ones to keep a track of the training programs scheduled and the approved training requests.

Training Evaluation:

Feedback plays a vital role in the assessment of the conducted training program. It's important to know whether the employees who attended the training are profited from the program and if required where to improve upon. It helps to assess the internal instructors or agencies/vendors who had conducted the training program. Managers can send notifications to the attendees regarding the evaluation of the program. The Manage Trainer module provides the assessment database about the internal instructors or agencies/vendors conducting the training program.

Online Training:

The online training provides a platform for e-learning. It brings out an ability to link the trainings to the self-paced training online program. Our online training module comes with an assessment module allowing the employee to score based on test questions. The training efficiency could be computed from the feedback module.

Training Budget:

Budgeting modules allows a better control of training and development costs. This module provides a check upon the conduction of the training program. The facility to set predetermined cost for the factors like training cost per attendee, administrative cost and faculty cost, thereby bringing a check so that the budget is not exceeding from the allotted one. The facility of total amount spent on the training program is also provided to track the expenses and balance amount.

Conclusion:

We at Exenta HRMS provide a complete and effective solution which helps you elevate your workforce by delivering highly targeted training of any kind-guaranteeing that learning initiatives are not randomly assigned but that they actively address identified competency and skill gaps and drive organizational productivity. We provide a single point of access to online training, instructor/agencies-led training, training scheduling, evaluation management and budget management. The platform provides both the manager and employees to gain insights into key development needs through employee profile reports and scorecards. Skill gap analysis would be conducted for individual employees empowering excellent utilization of human capital, greater employee commitment and competent progression planning.

About EXENTA HRMS:

EXENTA HRMS is a one stop solution for all your HRMS needs that combine ease of use, dynamic customizations, affordable pricing and flexible implementations. It comprises of hiring, onboarding, payroll, attendance, training, benefits and the entire gamut's of the HR application designed specifically for the small and midsize organizations. The powerful workforce analytics and automated reports will keep you ahead of your competitors in every project you undertake. The comprehensive functionality offered at this unbeatable pricing also provides you options to handpick and create a tailored HRMS solution suiting all your organizational needs.

To learn more visit www.exentahrms.com



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