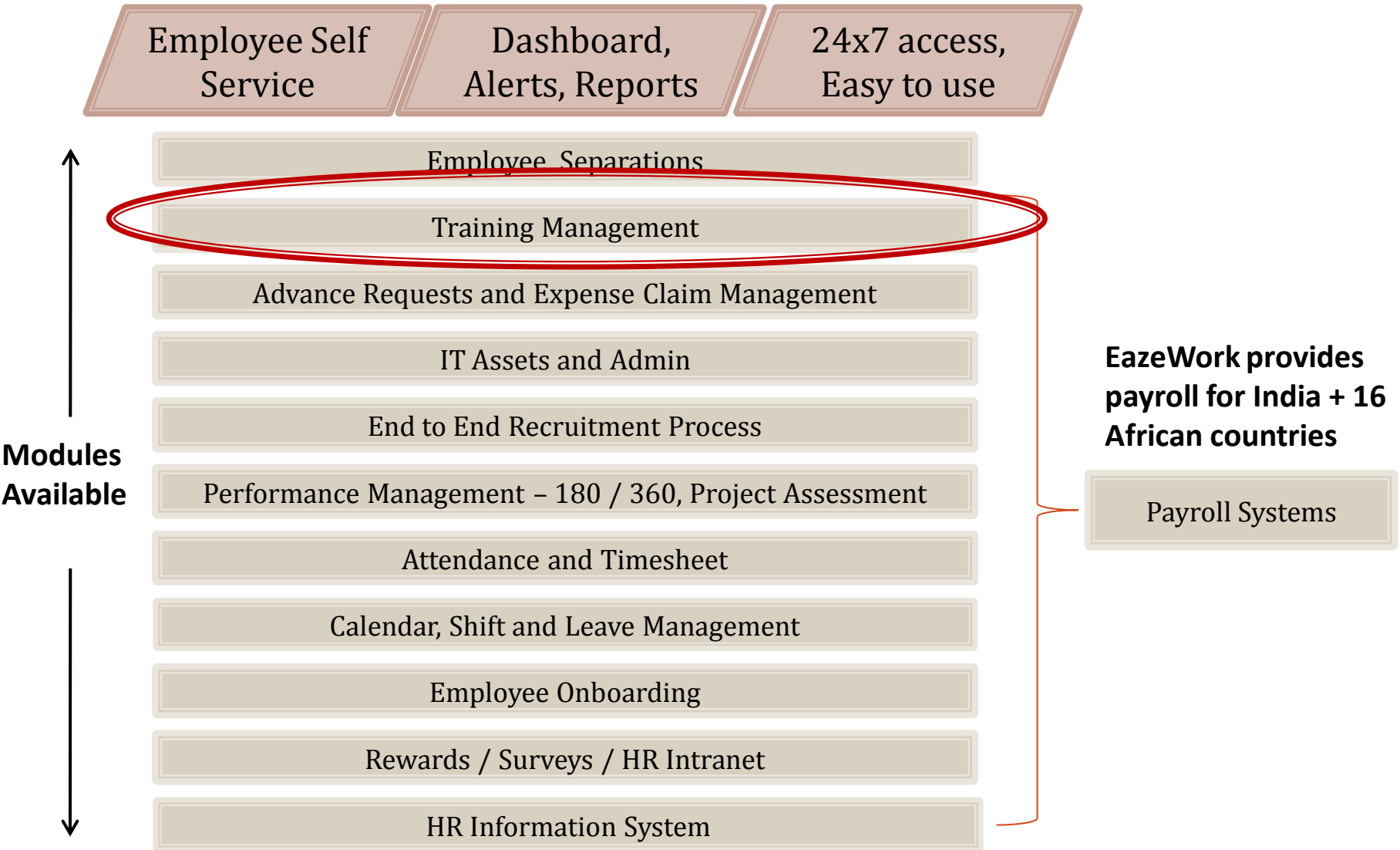


Training Management

August 2014

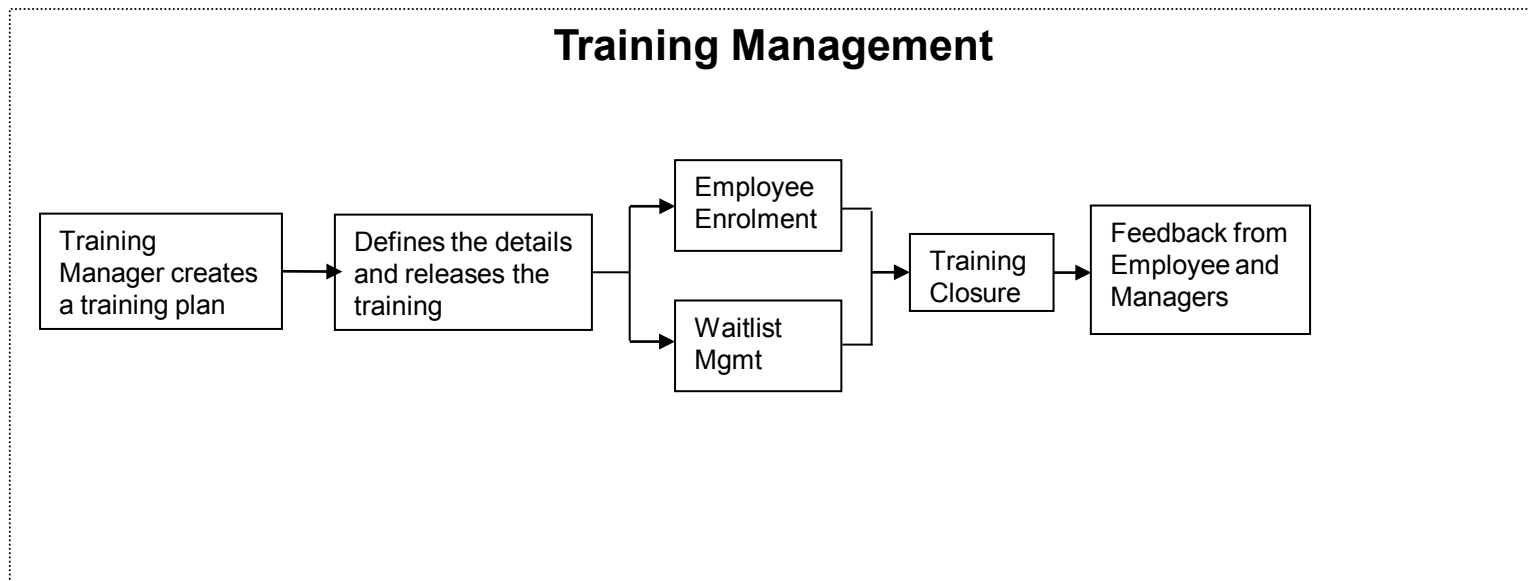


EazeHR – Comprehensive HR application



Training Process Overview

Training module is used to create a training plan, seek nominations, track attendance and get feedback from the participants and their managers



Training manager role can be given to multiple employees on the basis of Department, Location or Company

Training Management Overview



Dashboard

HR Info | Leaves | Expenses | Assets | Transfers | Timesheets | Payroll

My Profile | Team Details | Company Section | HR Manager Area

View Training details on a calendar

Training Calendar

February 2011

Training	16	17	18	19	20	21	22	23	24	25	26	27	28
Debugging													
Sales Training													
Sales Training													
Advanced Sales Tr													

Add Training

Manage Enrolments

Training Code	Training Description	Training Start Date	Training Venue
T003	Debugging	16/02/2011	Room no 222

Manage enrolments

Get trainer's feedback from participants

Training Management

Training Calendar

- Mid to long term training calendar can be created which can be used by employees to enrol themselves directly or through their managers in appropriate trainings

Capacity Planning

- Training class capacity is utilized to optimum by creating and managing a waitlist
- Employees who are interested can be put on waitlist and confirmed in case of dropouts

Quality monitoring

- Pre-requisite trainings can be specified
- Employee feedback on trainers can be collated
- Electronic training content can be stored in one place so that it can be reused effectively