

Training Management

Introduction

Today's dynamic economy requires the company to constantly train their employees as changes occur at lightning speed. Knowledge continues to expand at a geometric rate while new, never existed fields pop up continuously, arising to become a significant competitor that threatens your business. It is clear that your employees need training to stay on top of this fast changing environment and training should be an integral part of any talent management strategy that is beneficial for both - the employee and the company.

SunFish HR allows companies to develop an effective, proactive and strategic training management approach. It automates the training process by linking job families, competency requirements, training programs and the usage of various performance management aspects and corporate goals to analyze gaps and development areas. Multiple sources provide management with cohesive data how to better equip workers for their current jobs or future career steps by suggesting programs that are needed to close position gaps or advance an employee in respect of their own development path wishes.

SunFish HR then continues to improve the efficiency of the training administration by reducing the processing steps and costs involved in and by providing a self-service environment for handling training requests, detailed tracking of courses, participation, sessions, scheduling, training budgeting, planned vs. actual training expenses comparison, etc.

Tracking results, feedback from employees, evaluations from supervisors and access to a complete set of reporting and analysis tools allow HRD and managers to analyze the effectiveness of different training methods and programs in regards of investment vs. competency improvement.

SunFish HR training administration supports companies' unique training management needs by providing a complete training administration module with the flexibility needed for defining training policies, training types, providers and associated costs for courses and seminars.

Additionally, SunFish HR includes the option to deliver training online through an eLearning function. This allows companies to enable continuous employee education and success through a high-quality, interactive learning experience that is tailored to a company's specific need at a fraction of the price of classroom training.

The screenshot displays the SunFish HR Training Management interface, which includes several key components:

- Training List:** A table showing training topics such as 'Payroll Accounting' and 'e-Learning Material'.
- SunFish 5 Online Training Material:** A detailed view of a training module titled 'Introduction to payroll accounting', including an opening remark and a list of topics like 'Liabilities for employee compensation'.
- Payroll Accounting Movie:** A video player showing a lesson on 'ACCOUNTS PAYABLE'.
- Training | Training Evaluation:** A table for tracking employee performance and training application levels. Below is a sample of the data:

No.	Topic	Training Address	Provider	Trainer	Name	Org. Level	Competence	Pre Training Level	Training Application/Level
1	Better, faster sales	Gatot Subrato	Madia Consulting and Training	Mr. Edward	Maranita Salosa	Sales	100%	100%	100%
2	Business English Communication (letters)....	Radio Datalayama	Language Corner	Ms. Ramihsa	Maranita Salosa	Sales	100%	100%	100%
3	CF Net 3.0 E-Learning	N/A	DataOn	DataOn	Gordon J. Enns	Executive Office	100%	100%	100%
4	CF for common sunfish problems	DO office	DataOn	Budiman Heryaman	Rino	Project	100%	100%	100%

- Training Calendar:** A table listing training sessions with columns for No., Training Subject, Training Topic, Category Name, and Start Period.
- Current Status:** A summary of training activities and employee participation.

Training Management

Benefits

SunFish HR is equipped with a complete Training management feature simplifying the entire cycle - from requesting, planning and scheduling programs to monitoring attendance, evaluating trainers as well as the effectiveness of courses. Specifically Training Management delivers the following benefits:

Increased HR Department Efficiency

The HR Department is able to set up types, rules and workflows related to training request and approval so that these can be processed effortless. All approved trainings automatically update the employees' attendance records. Once the training is finished the system will automatically update the employees' training histories and competencies. The HR department is freed from the time-consuming job of processing training and can focus on better aligning training programs with corporate goals.

Easy of Use, Quick and Accurate Processing for Employees

Employees can easily submit training requests through the system. Time required to fill in complex forms and forward them for approval is minimized. Employees can login at anytime to review the statuses of their requests.

Improved Analysis About Training Needed for Certain Employee

With the module, the HR Department can quickly and easily analyze training needed for any employee for any position based on competency gaps or development wishes. Once configured the system is even able to suggest the training needed for employees scheduled for promotion or transfer.

Improved Analysis of Training Costs and Allocation

Managers and the HR department receive a variety of tools to create reports and analyze trainings received by the employees. Training budget and expenses can also be maintained through this module. With these tools, managers are able to determine if the company is spending too much in certain areas of training and make the appropriate adjustments and amend the company policy, if needed.

Improved Cost Control

The management and the HR Department can view the training budget and actual expense at the click of a button, as well as all the training requested. This access to information allows the decision makers to prioritize the training budget more effectively and meet the budget more easily.

Increase Employee Capability Without Decreasing the Productivity

SunFish HR is developed with unlimited types of training methods, which include internal training, external training and eLearning. With these various training methods employees might choose the appropriate training that is convenient for them. eLearning was specifically designed for certain employees to attend virtual training during their non-productive hours increasing their overall productivity. eLearning also facilitates continuous employee education with high quality content specifically tailored to a companies business need.

Lower Paper, Printing, Approval and Mailing Costs

SunFish HR dramatically reduces the costs associated with the processing of training. Online and automated processing drives down these costs without sacrificing control over the training process.

Employees With High Qualification

Since SunFish HR allows the HR department to automatically identify the weakness that an employee might have and the training needed for that employee, continued development of the employee group as a whole can be achieved.

Features

Employee Self-Service

SunFish HR is a 100% web-based solution. The training request function is made available as employee self-service based on the security settings, which allows transparency for employees, oversight by management, and easy distribution of training processing and approval to the appropriate people.

Approval Work Flow

The workflow manager allows for a flexible definition of approval steps for training. The system will automatically determine which people or positions are required for approval, allowing multiple steps for approval and multiple people to process any single step. Notifications are sent automatically by email, and each user can easily see which approvals are pending for processing when they login. Users are able to approve many items in a group or process each individually, and the easy drill-down allows the users to inspect the details of any request.

Online Approvals

All approvals are processed by the appropriate users online. Once approved, a request is instantaneously forwarded to the next approval level. If approvals are not processed promptly, indicator lights in the application will identify any bottlenecks and help managers to resolve the inefficiencies.

Multiple Training Method

SunFish HR is developed with multiple training methods, including external training, internal training and eLearning. The employees can choose any type of training that fit their needs.

Training Plan and Calendar

SunFish HR allows the HR administration or the supervisor to plan training for their employees or subordinates. This training plan is then used to create the training calendar, which shows all the trainings scheduled as well as their details.

Training Budget and Expense

SunFish HR supports both training budget provided for each position and the actual training expense. Once a requested training is near or over budget, an alert will sound on the screen and the system can be configured to automatically or manually reject or accept those over budget request.

Training Result

Once the training is finished employees' training result are stored in the system, automatically affecting their competencies and skills. The HR administration may track the training the employees have completed and the affect to their competency, as a result. HR administration, therefore, can analyze which trainings are cost effective and which are not.

Training Evaluation

SunFish HR is equipped with the function for training evaluation. The employees can log training evaluation surveys. These surveys are designed to give the HR department quick review of the effectiveness of the training and the trainer.

Email Alerts

Both the employee requesting training and all users involved in the approval are kept up-to-date on the process by email alert. Users can easily click on links within these emails to get more details on the training, or to process required approvals.

Training Report

SunFish HR is developed with the training report module to give overview information on the training process to the HR Administration, supervisors or training participants. Many standard training process reports are available.

eLearning and Online Exams

SunFish HR is equipped with tools that allow authorized users to flexibly create, manage and deliver Online training courses, lessons, and exercises including related learning materials. Besides the courses users can also design unique tests and exams to evaluate the learning progress sessions. The system keeps the records of conducted exams, score reports and employee answer sheets.