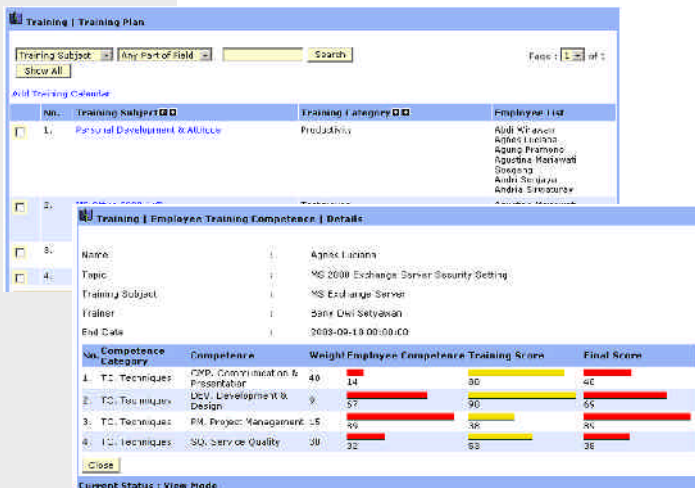


Training Management

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 constitutively, arising to become a significant competitor that threatens your business. It is clear that your employee needs training to stay on top of this fast changing environment. However, it is difficult to even know what training your employee needs, let alone what training is available or scheduling the training for your employee.



The screenshot displays the SunFish HR Training Management interface. It includes a search bar for training subjects, a list of training items, and a detailed view of an employee's training competence.

No.	Training Subject	Training Category	Employee List
1.	Personal Development & Alliance	Productivity	Ahdi Witanti Adhe Luthia Agung Pramono Agustina Hartono Dewi D Andri Setiawan Andri Setiawan

No.	Competence Category	Competence	Weight	Employee	Competence Training Score	Final Score
1.	TC Techniques	OMP, Communication & Presentation	40	14	30	42
2.	TC Techniques	DCV, Developm W & Design	9	57	90	54
3.	TC Techniques	PM, Project Management	15	89	38	86
4.	TC Techniques	SQ, Service Quality	30	32	83	36

SunFish HR, training administration supports these needs by providing an extremely complete training management module with the flexibility needed for defining training policies and training types. Furthermore, the module is provided in an open, employee self-service environment while the management defines the workflows and accesses a complete set of reporting and analysis tools.

SunFish HR system associates training programs with job codes, monitors courses, tracks session availability, budgets expenses and compares actual with estimated costs.

SunFish HR improves the efficiency of the training processing by reducing the processing cost of training request and approval since all of the request and approval take place online. All processing and approvals are performed instantaneously without the need for paper records or the costs of transferring paper records between departments for approval and consolidation. The module also allows the employee to propose training online. The employees themselves may be in the best position to propose the required training to succeed in their positions.

Training Management



Benefits

SunFish HR simplify and automates the training process, proving efficient, and error free processing. Specifically Training Administration delivers the following benefits:

Increased HR department efficiency

The HR Department is able to configure rules and workflow related to training request and approval. Once configured, training can be processed with only special items requiring certain approval depends on its workflow. All approved trainings automatically update the employees' attendance records. Once the training finished, the system will automatically update the employees' training histories and competences. The HR department can be completely free from the time consuming job of processing training and focus their full effort on strategic development.

Better management oversight with no time wasted

Managers at all levels can easily be a part of the approval process based on different criteria, or be able to look into the details of any training requests. Requests appear in the appropriate managers' inbox and all required details could be easily accessed.

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 status of their requests.

Improved analysis about training needed for certain employee

With the module, the HR Department can analyze training needed for any employee for any position, quickly and easily. Once configured, the system is even able to suggest the training needed for employees slated 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 training received by the employees. Training budget and expense also can 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 a 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 type of training methods, which include internal training, external training and eLearning. With this various training method, the employee 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.

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 training process.

Employees with high qualification

Since SunFish HR allow HR department 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. All functions are made available for the employee to self-serve based on the security settings. For Training administration, this gives the company flexibility in allowing transparency to employees, oversight by management, and easy distribution of reimbursement processing and approval to the appropriate people. The flexibility of the open interface and process will completely change the way training is processed within the company.

Approval work flow

The workflow manager allows for a flexible definition of approval steps for training. Training can be classified by type WHERE they originate or any other criteria. 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 process by the appropriate users online. Once approved, a request is instantaneously forwarded to the next in the approval process. If approvals are not processed promptly, indicator lights in the application will identify any bottlenecks and help the managers 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 allow the HR administration or the supervisor to plan training for their employees or subordinate. This training plan is then used to create the training calendar, which shows all the training scheduled as well as their details.

Training budget and expense

SunFish HR supports both training budget provided for each positions and the actual training expense. Once the training requested 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 can tracked by the system, automatically affect their competency and skills. 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 training report module to give overview information on the training process to the HR Administration, supervisor or training participants. Many standard training process reports are available.

Trouble lights

Dashboard lights in SunFish HR allow managers and HR department users to watch for and identify issues related to training processing. Dashboard lights can be used to indicate a slow down in approval processing, training expense costs getting too high, or virtually any other aspect of the training process that needs to be tracked. Dashboard lights allow the system to keep track of the process rather than forcing users to waste time reviewing reports to identify any problems.