

Simply Personnel Training Manager

Setting up Your Training Need And Training Needs Profiles

Simply Personnel Training Manager

This document provides step-by-step guide for administrators to give an easy understanding on setting up your standard training needs and training need profiles..

If at any time you need help or just need some questions answered please use our on-line helpdesk at www.simplypersonnel.co.uk where you will find comprehensive articles and an option to open a support ticket.

Thank you

The Simply Personnel Team.

Set up:

To set up your standard training needs and training needs profile you will need to go into the training manager and then to the system set up.

System Setup
Set up your system

You will then see the two tabs on the left of the dash board (5th and 6th ones down).

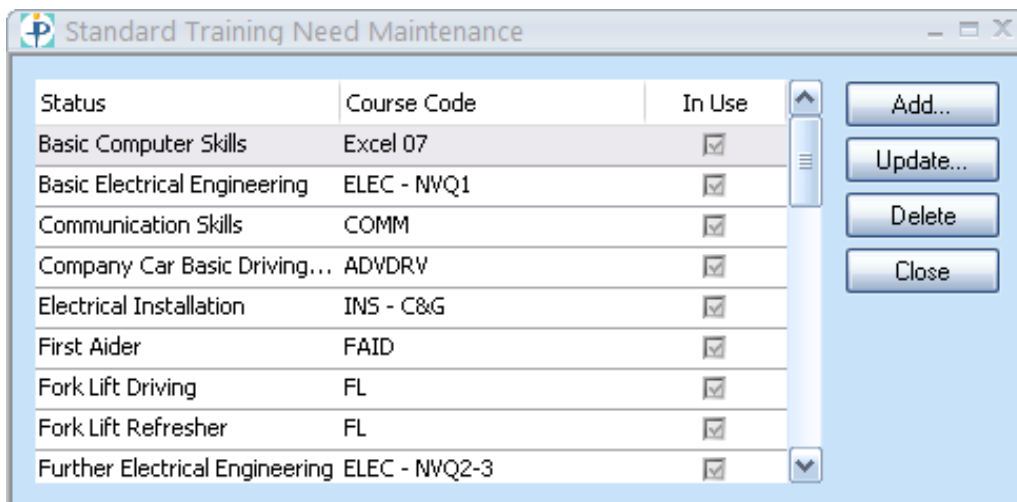
Standard Training Need
Set up standard training needs

Training Needs Profiles
Group your training needs into profiles

Standard Training Needs:

Before you enter your standard training need into the system, put together a list of all the ones you will need to enter and whether they are linked to any standard training courses that you have already put into the system.

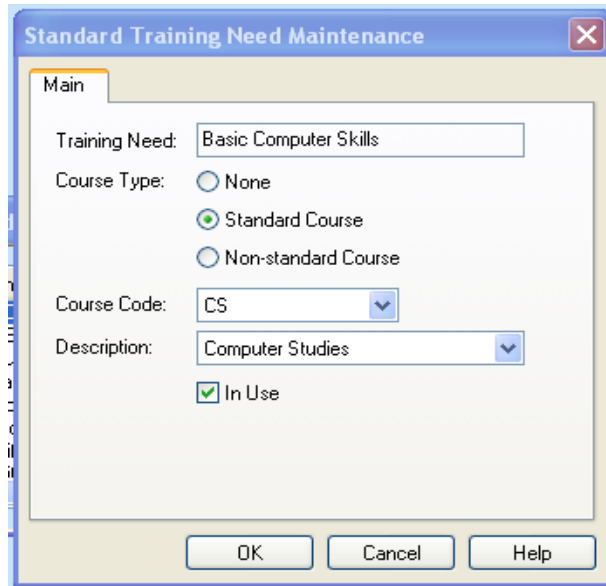
Click on Standard Training Need and a further window will appear.



Status	Course Code	In Use
Basic Computer Skills	Excel 07	<input checked="" type="checkbox"/>
Basic Electrical Engineering	ELEC - NVQ1	<input checked="" type="checkbox"/>
Communication Skills	COMM	<input checked="" type="checkbox"/>
Company Car Basic Driving...	ADVDRV	<input checked="" type="checkbox"/>
Electrical Installation	INS - C&G	<input checked="" type="checkbox"/>
First Aider	FAID	<input checked="" type="checkbox"/>
Fork Lift Driving	FL	<input checked="" type="checkbox"/>
Fork Lift Refresher	FL	<input checked="" type="checkbox"/>
Further Electrical Engineering	ELEC - NVQ2-3	<input checked="" type="checkbox"/>

Buttons: Add..., Update..., Delete, Close

Click on Add... and fill in the relevant details. Put in the name/description of the training need, select the course type, (if it is to be linked to a standard course select that option) and then select the course from the drop down list..



The dialog box 'Standard Training Need Maintenance' contains the following fields and options:

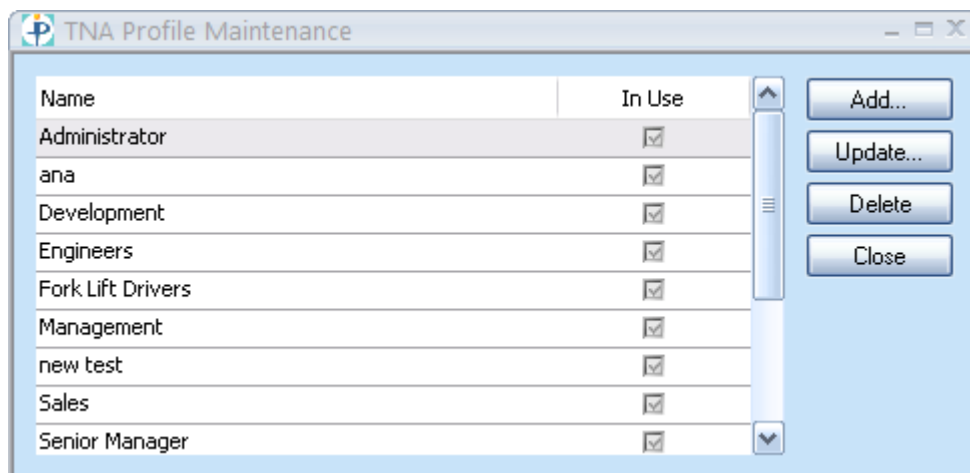
- Training Need: Basic Computer Skills
- Course Type:
 - None
 - Standard Course
 - Non-standard Course
- Course Code: CS
- Description: Computer Studies
- In Use

Buttons: OK, Cancel, Help

Click on Ok to save.

Training Needs Profiles:.

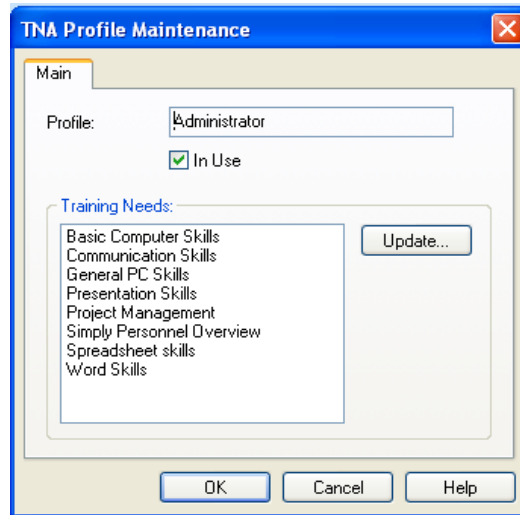
Once you have entered all of your standard training needs you can start to group them together in to training needs profiles (for different job roles). To create these click on training needs profiles.



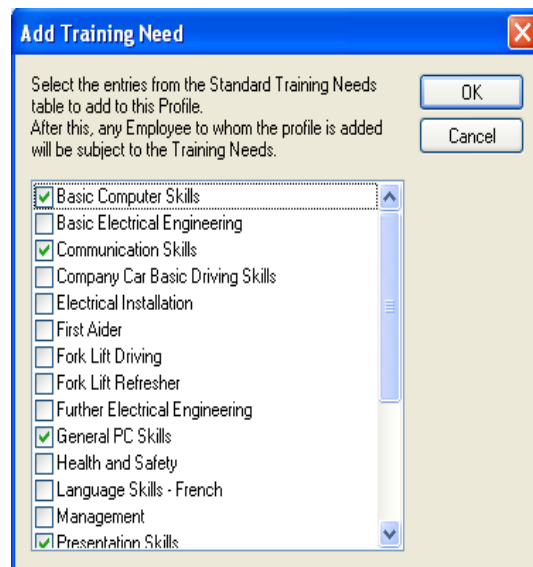
The 'TNA Profile Maintenance' window displays a table of training needs profiles with an 'In Use' checkbox for each. On the right side, there are buttons for 'Add...', 'Update...', 'Delete', and 'Close'.

Name	In Use
Administrator	<input checked="" type="checkbox"/>
ana	<input checked="" type="checkbox"/>
Development	<input checked="" type="checkbox"/>
Engineers	<input checked="" type="checkbox"/>
Fork Lift Drivers	<input checked="" type="checkbox"/>
Management	<input checked="" type="checkbox"/>
new test	<input checked="" type="checkbox"/>
Sales	<input checked="" type="checkbox"/>
Senior Manager	<input checked="" type="checkbox"/>

Click on Add... and a further window will appear.



Give your profile a name and then to link the training needs click on Update.

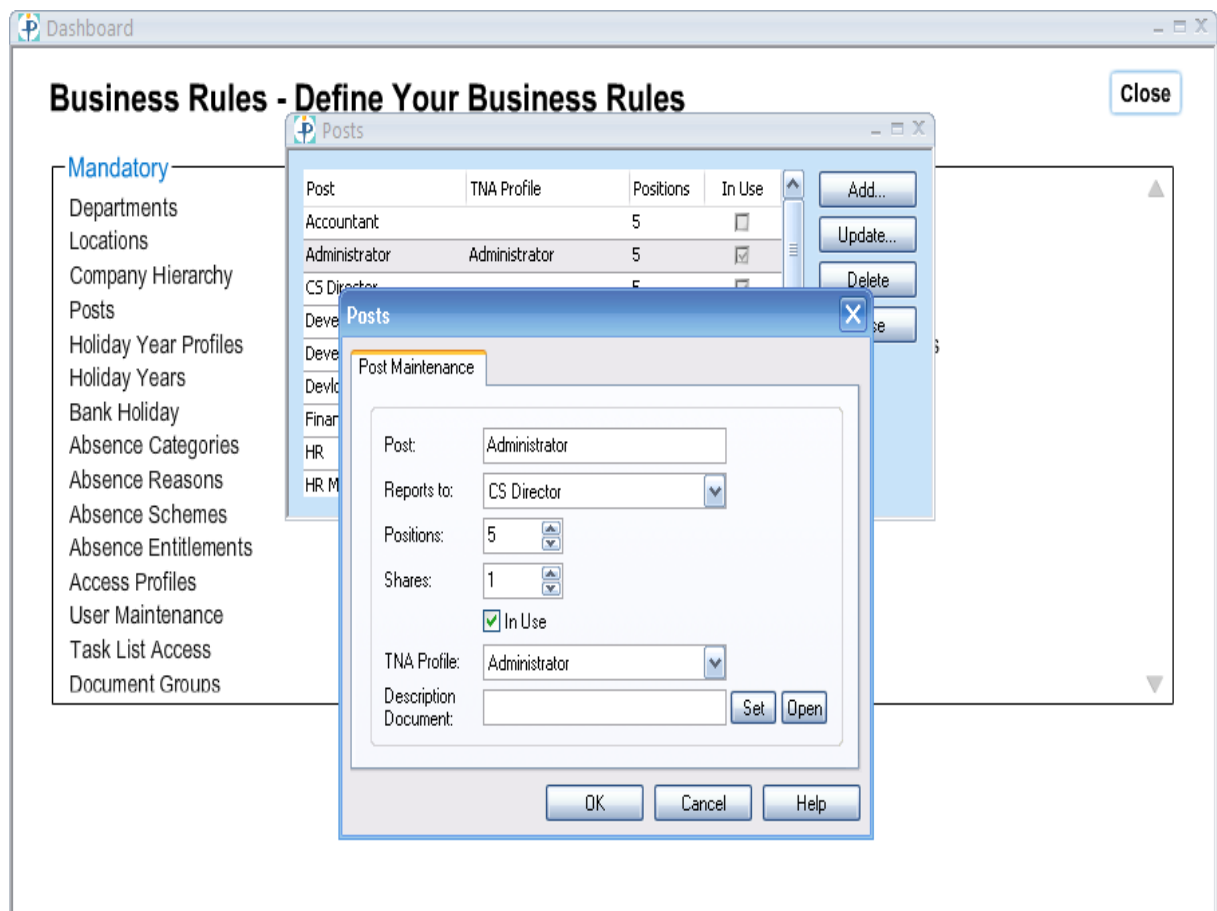


Select from the list of standard training needs then click on OK.

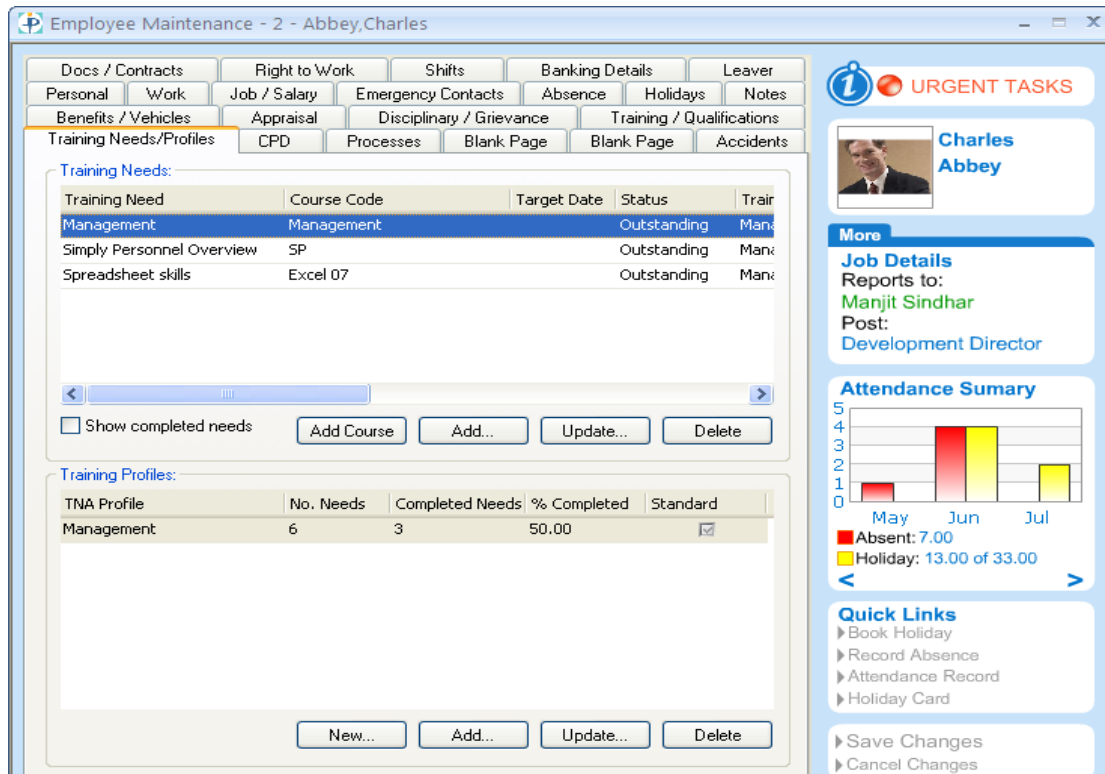
Adding to an Employee:

There are several way to add standard training needs an training needs profile to and employee.

You can add training needs profile to a job post in the Personnel Manager. system setup > Business rules > Posts



You can also go in to the employee record and select the Training Needs/Profiles tab.



Employee Maintenance - 2 - Abbey, Charles

Docs / Contracts | Right to Work | Shifts | Banking Details | Leaver
 Personal | Work | Job / Salary | Emergency Contacts | Absence | Holidays | Notes
 Benefits / Vehicles | Appraisal | Disciplinary / Grievance | Training / Qualifications
 Training Needs/Profiles | CPD | Processes | Blank Page | Blank Page | Accidents

Training Needs:

Training Need	Course Code	Target Date	Status	Train
Management	Management		Outstanding	Man
Simply Personnel Overview	SP		Outstanding	Man
Spreadsheet skills	Excel 07		Outstanding	Man

Show completed needs | Add Course | Add... | Update... | Delete

Training Profiles:

TNA Profile	No. Needs	Completed Needs	% Completed	Standard
Management	6	3	50.00	<input checked="" type="checkbox"/>

New... | Add... | Update... | Delete

URGENT TASKS

Charles Abbey

More

Job Details
 Reports to: Manjit Sindhar
 Post: Development Director

Attendance Summary

Bar chart showing attendance for May, June, and July. Legend: Absent: 7.00 (red), Holiday: 13.00 of 33.00 (yellow).

Quick Links

- Book Holiday
- Record Absence
- Attendance Record
- Holiday Card
- Save Changes
- Cancel Changes

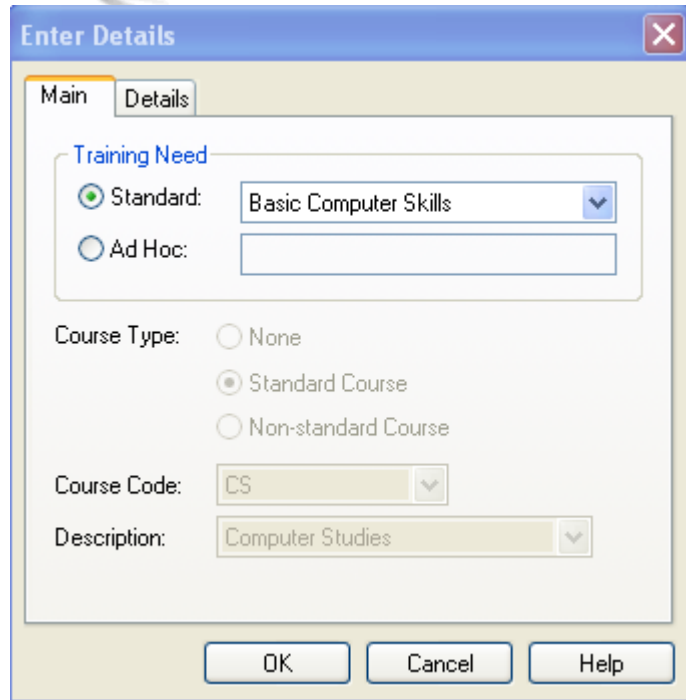
You can now get to this by either personnel manager:

Employee Search
 Search and amend an existing employee

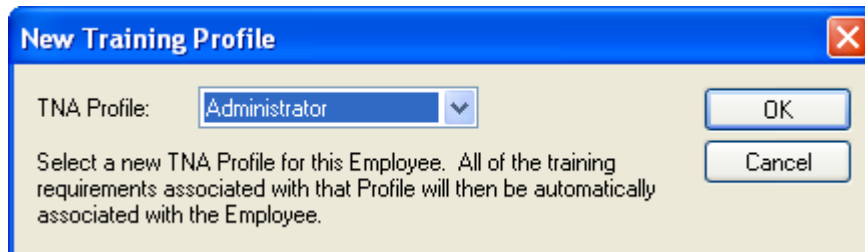
Or training manager:

Manage Delegates
 Manage the delegates on a course

In the top half of the box you can add Standard training needs. Click on add.. and select from the drop down box, this will then show as an outstanding training need.



You can also add training needs profiles by clicking on add at the bottom half of the tab.



It will then be show as below.

TNA Profile	No. Needs	Completed Needs	% Completed	Standard
Development	4	1	25.00	<input checked="" type="checkbox"/>

You can add these in bulk via the Update at the top of the screen.

To get the standard training needs to show as completed you will need the employee to attend a specific training course, If the delegate/employee passes the training course the standard training need link to that course will then show as completed.