

TRAINING ADMINISTRATION

INVESTING IN YOUR EMPLOYEES

Employee learning & development is a key component in company success.

Re-organizations, reduced staffing and new technologies have made training (and retraining) of employees more important than ever before.

Training Managers must simultaneously track developmental events both inside and outside the company to ensure that the company's workforce has the necessary skill sets for the company's long term success.

A continuous stream of notification emails and letters, scheduling conflicts, standard course offerings and evaluations must be processed.

Training Administration provides the power, flexibility, and ease of use to handle these complex and time-consuming tasks. Flexibility and intuitive design were top priorities in developing the Training module, which helps Training Managers with tasks that must be accomplished.

TRAINING COURSES AND TRACKS

Training Managers can define the course list, as well as develop complete training programs that contain many different courses.

Enrollment can be done individually, for entire groups or can be offered as an option under Employee Self-Service if desired.

TRACK CREDITS AND CERTIFICATIONS

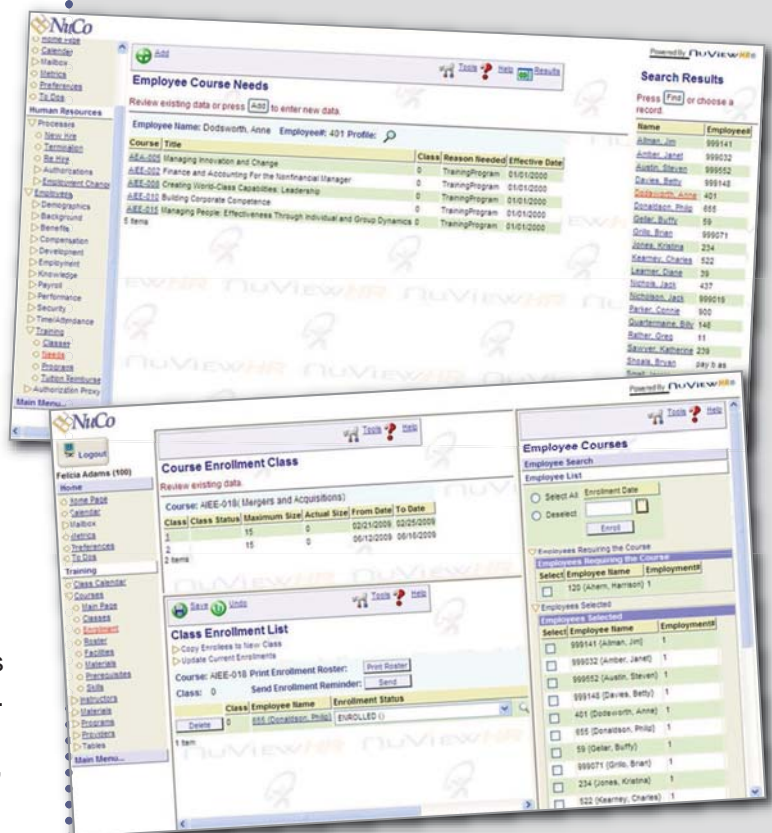
Courses can fill up quickly, so the wait listing capability takes advantage of last minute cancellations to ensure full classes.

Training Administration also offers tracking of course credits, new skills and levels attained, as well as licenses and certifications earned.

Training costs are maintained for budgeting purposes, as well as ROI analysis on your training investment.

HIGHLIGHTS

- ✓ Enrollment by individual or group
- ✓ Define individual courses or tracks/programs
- ✓ Enrollment via self-service (ESS required)
- ✓ Internal or external classes
- ✓ Waitlists; Prerequisites
- ✓ Notifications and confirmations
- ✓ Costs; Certifications and License tracking
- ✓ Authorizations for employee self-enrollment



FUNCTIONAL AREAS COVERED

FOR THE TRAINING MANAGER:

- Maintain course catalog
- Manage curriculums (training programs)
- Manage classes
- Track certificates and course credits
- Perform mass or individual enrollments
- Built-in workflows, notifications
- Define prerequisites
- Generate notifications for:
 - Enrollments
 - Confirmations
 - Completions
 - Credits
 - Evaluations
- Track costs/ Training Investment
- Manage tuition reimbursements
- Training metrics

ABOUT NUVIEW SYSTEMS

NuView Systems is a global provider of HR & Payroll software tools that enable business strategy through advanced HR technology, across the enterprise, on a worldwide basis. Designed for organizations with a strategic HR vision, which utilize our flexible technology to achieve that vision, NuView's clients are leading organizations that have improved organizational effectiveness and earned global recognition for the strategic delivery of HR & Payroll services to their respective organizations.

NuView's web native product suite has won numerous awards, including "Top Ten HR Products of the Year" by Human Resource Executive magazine, and a Human Resource Technology Excellence Award for Innovative & Creative Development of HR Technology Solutions – HRMS.



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TRAINING ADMINISTRATION

HR & BENEFITS ADMINISTRATION
SELF-SERVICE (ESS & MSS)
RECRUITING MANAGEMENT
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COMPENSATION MANAGEMENT

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