IRMNCH&N Programme Training Management System

(User Manual Guide)

Contents

1-Introduction

Training module has been developed to manage past and future trainings for IRMNCH. This module will serve as a central repository for the department to record, store and manage all training related data.

- Define a new/upcoming/future training
- Schedule trainings
  - *Date and time*
  - *Location and Venue details*
  - *Organizer and supporter details*
- Invite participants (email and SMS)
- Record past trainings
- Upload and record training related media
- Attendance and Trainee Assessment
- Reports and Dashboards

2-Dashboard
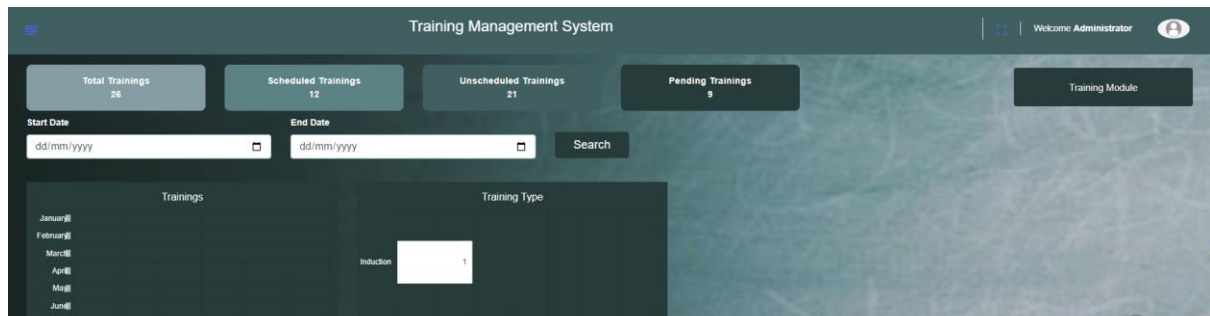
Training module main dashboard gives an overall view of the trainings' statistics and allows the user to search data from a range of filters.

3-Training Management Section

"Training Management" section is the main and the most important section of the Training Management System.

 In this section the user can

1. Add/create a NEW training
2. Add data/details of PAST trainings

4-New Training

New trainings are defined/outlined in this section.

Following information is captured for training description

- Training Title
- Training Category
- Training Level
- Training Type
- Training Department
- Training Organized by & Training Supported by
- Description of the training

5-Past Training

Past trainings' data is entered in this section.

This section is designed to help users enter data in any form or format. It is understood that past trainings' data will not be comprehensively available, therefore "PAST TRAININGS" form is designed to be flexible to allow data entry of all sorts of partial or inadequate training evidence.

ADD PREVIOUS TRAINING ✕

Training Title*

Non digitized training data ☐   Individual Candidate Information Not Available ☐

Cadre/Designation*

Select ▾

Training Category

--Select Training Category-- ▾

Training Level

--Select Training Level-- ▾

Training Type

--Select Training Type-- ▾

Departments*

Select Departments ▾

Organized By

--Select Organized By-- ▾

Supported By

--Select Supported By-- ▾

Year ☐   Month ☐

Start Date Time*

dd/mm/yyyy --:-- -- 🗓

To

End Date Time*

dd/mm/yyyy --:-- -- 🗓

Province*

Division*

6-User Management

User Management section is used to create training management system application users and give privileges according to their roles and responsibilities.

NEW USER REGISTRATION

User privilege management will allow end-users to apply perimeter around the access of the training module. Each user can be given specific rights on the application according to their roles and responsibilities. Please add relevant information of the individual and check modules they are licensed to use. Only the modules selected will be visible to the given user.

Full Name*

User Name*

Email*

Designation*

Phone Number*

Password*

Confirm Password*

Modules

--Assign Modules-- ▾

Password must contain at least

- One Capital Character
- One Special Character
- One Numeric Character

Submit

Following information is captured in this section

- Full name
- Username
- Email address
- Designation
- Phone number
- Password

Modules selection will define user's access on the page. User will only be licensed to access only module that is selected from the list. Privilege levels can be altered by editing the user from the user list page.
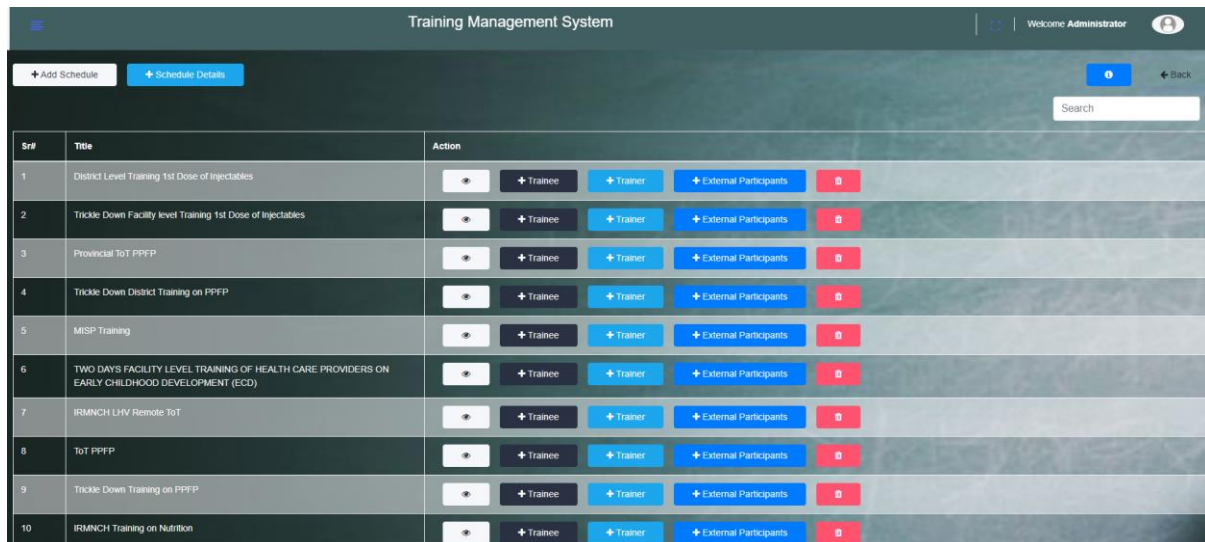
7-Schedule Management
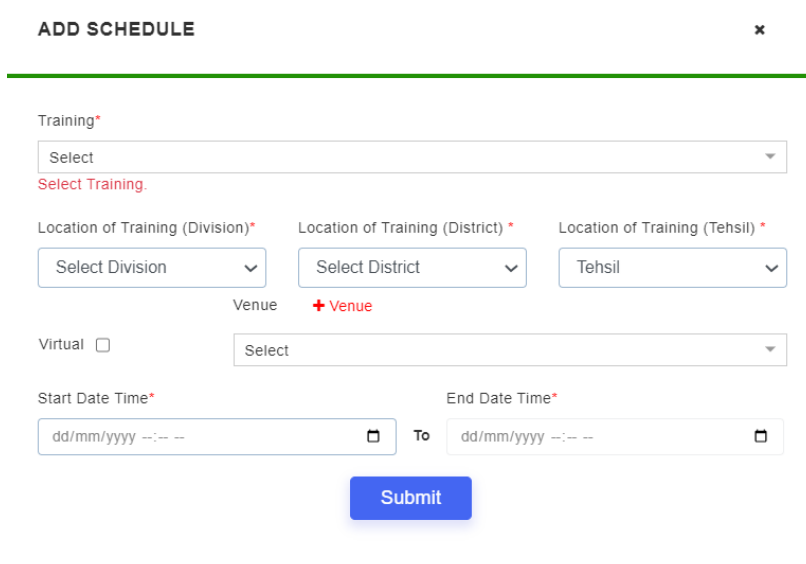
Schedule Management allows user to schedule a training on a specific date and venue.

User can ADD SCHEDULE to an already defined training in the "Training Management" section

Users will add the following information in this section, after selecting an already defined training

- Division
- District
- Tehsil
- Venue
- Start and End Date & Time

User can also mark the training as virtual if the training is being conducted virtually via online mediums. Once the location and time details have been added, user will then add participants to the training.

Sr#	Title	Date From	Date To	Action			
1	Test Training	2/23/23, 3:56 PM	2/24/23, 3:56 PM	👁	+ Add Trainee	+ Add Trainer	+ External Participants
2	IRMNCH DEMO	2/23/23, 10:19 AM	2/25/23, 10:19 AM	👁	+ Add Trainee	+ Add Trainer	+ External Participants

8-Add Trainee/Trainer

+ Add Trainee   **+ Add Trainer**

This section is integrated with another system called HRMIS. All HR data is fetched via HRMIS in the training management system via ADD TRAINEE & ADD TRAINER options.

ADD TRAINEE   ✕

Division	District	Tehsil
-- Select Division--	--Select District--	--Tehsil--

HF Type	Designation
-- HF Type --	

Select Health Facilities

Select Trainee

Submit

This is to be noted here that all data of the fields in the form above are fetched from the integrated HRMIS system.

If the user does not find any relevant data in the fields, they should contact the HRMIS team to add data in their system, which then will be reflected here in the Training Management System.

However, there is an option for the managers of Training Management System to add data of an individual separately and independently in the local database of the Training Management System. This information which will only be stored, retrieved, and utilized by the local administrators/users of the training management system and shall not be accessible to HRMIS.

Users can add individuals' details via the "EXTERNAL/OTHER PARTICIPANTS" data input form in the "Participant Management" section of this application.

1	Test Training	2/23/23, 3:56 PM	2/24/23, 3:56 PM	👁	+ Add Trainee	+ Add Trainer	+ External Participants
2	IRMNCH DEMO	2/23/23, 10:19 AM	2/25/23, 10:19 AM	👁	+ Add Trainee	+ Add Trainer	+ External Participants
3	New Training IRMNCH Demo			👁	+ Add Trainee	+ Add Trainer	+ External Participants
4	dsfdsfds	2/15/23, 12:32 PM	2/14/23, 12:32 PM	👁	+ Add Trainee	+ Add Trainer	+ External Participants

9-External Participants

 User will select external participants, added via the participant management section, via this button.

PARTICIPANT MANAGEMENT >> ADD EXTERNAL/OTHER PARTICIPANTS   ✕

Participant

Please Select participant

Add

All participants that are added in the system via the EXTERNAL/OTHER PARTICIPANTS" data input form in the "Participant Management" section of this application, will be seen in the drop-down menu here. User can add these participants to the training.

10-Participant Management

10.1 Send Invitation

This section is used to send email/SMS invitations to participants of a particular training

PARTICIPANT MANAGEMENT >> SEND EMAIL/SMS

This section is used to send email/SMS invitations to proposed candidates. Please select the training title and press "send email" or "send SMS" button to send email/SMS invitation to each individual trainee

Training*

User will select the training from the drop-down list of the defined and scheduled trainings in the application.

Trainer

Sr No	Name	CNIC	Action	
1	Dr. Rana Muhammad Usman Khan	3520266138421	+ Send Email	+ Send SMS
2	Dr. Tanveer Hussain	3460369238807	+ Send Email	+ Send SMS
3	Dr. Mujahid Ali	3310094772501	+ Send Email	+ Send SMS
4	MIAN AWAIS	3330221988029	+ Send Email	+ Send SMS

Trainee

Sr No	Name	CNIC	Action	
1	Dr.Umar Abdul Rasheed	3460123888859	+ Send Email	+ Send SMS
2	DR.AHMED NAWAZ	3460162152731	+ Send Email	+ Send SMS

Once the training is selected, user will be able to send email or SMS invitations to the invited participants.

10.2 Participant Training Score

All participants of the training can be scored and assessed on their performance in this section.

PARTICIPANT MANAGEMENT >> PARTICIPANT TRAINING SCORE

Mark scores of individual trainees in this section. Following information is captured in this section.

1. Training Score (manually entered)
2. Training Status (manually entered)
3. Training Attendance (populated from the attendance module)

Please select the training and enter relevant details

Training*

| Select | ▼ |

User selects the training from the list

Training*

| Test Training | ▼ |

Title	Test Training
Venue	PSHD
Start Date	2/23/23, 3:56 PM
End Date	2/24/23, 3:56 PM
Departments	Primary & Secondary Healthcare Department,
Description	This testing Discription'

Trainee

[Training Score] [Training Status]

[Total Score]

Sr No	CNIC	Name	Status	Pre-Training Score	Post-Training Score	Total Marks	Pre-Training %	Post-Training %	Action
1	3460123888859	Dr.Umar Abdul Rasheed	Present	2	7	10	20.00%	70.00%	[Edit]

10.3 Training Score

Once the training is selected, user can add individual trainees' scores in the system via the form above. Trainer will also add "total score" in the form above.

Application will automatically calculate the percentages to give a general idea of the performance of the trainee in a particular training they attended.

[Training Score] [Training Status]

[Total Score]

Sr No	CNIC	Name	Status	Pre-Training Score	Post-Training Score	Total Marks	Pre-Training %	Post-Training %	Action
1	3460123888859	Dr.Umar Abdul Rasheed	Present	2	7	10	20.00%	70.00%	[Edit]
2	3460162152731	DR.AHMED NAWAZ	Present	Enter	Enter	10	0.00%	0.00%	[Save]

10.4 Training Status

Training status marks the level of understanding of the trainee as per the evaluation of the trainer. Trainer shall mark the "Training Status" for a particular trainee as

- Training Completed
- Training Partially Completed
- Training Not Completed

This is to be noted that the Trainer will not be able to select the training status as "training completed" or "training partially completed" if the trainee has been marked as ABSENT in the attendance module.

Individual's attendance is marked in the attendance module. STATUS column in the form above reflects the attendance of the individual.

If the trainee is marked as ABSENT, "Training Status" can only be selected as "Training NOT Completed."

10.5 External/Other Participants

All HR data in the Training Management System is fetched from the integrated HRMIS system. HRMIS is a central HR structure that stores employee data of the Primary and Secondary Health Department and all other government departments. It was recommended that HR data be fetched from HRMIS so that data integrity could be maintained.
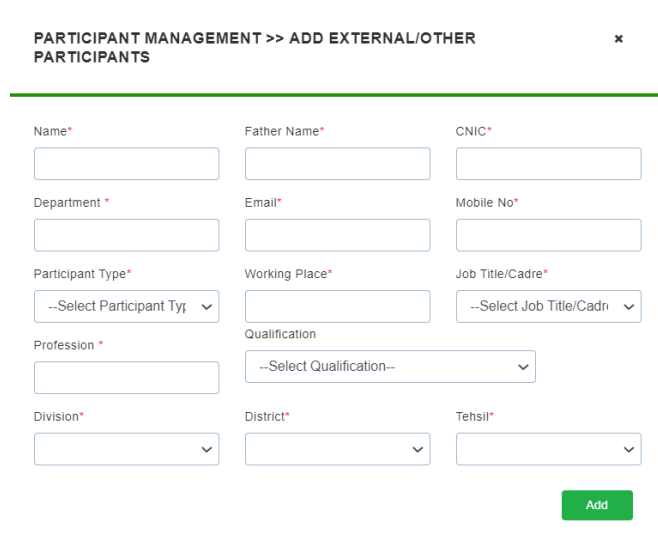
There are, however, certain times when IRMNCH or other departments conduct trainings for individuals that are not employees of the government and hence their data is not available in the HRMIS system.

To cater and record information of those individuals whose data is not listed/recorded in the HRMIS is done via this section of the training management system. This data shall be available in the local database of the training management system and shall not be accessible to any other system.

Following information is captured for all the people who are externally added to the system.

- Name
- Father's name
- CNIC
- Department
- Email Address
- Mobile number
- Participant Type
  - Trainer
  - Trainee
- Working place
- Job Title
- Profession
- Qualification
- Division
- District
- Tehsil

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11-Attendance Management

Attendance Management section is used to mark attendance of an individual candidate for a particular training they attended.

ATTENDANCE MANAGEMENT

This section is used to mark attendance of the trainee at the training day. Please select the training title and mark attendance.

Training*

Select

11.1 Attendance

User selects the training from the form above and marks attendance for both trainer and trainee.

Trainer

Sr No	Name	CNIC	Attendance Status	Action	
1	Dr. Rana Muhammad Usman Khan	3520266138421	Present	+ Absent	Replacement Nominee (Trainer)
2	Dr. Tanveer Hussain	3460369238807	Absent	+ Present	Replacement Nominee (Trainer)
3	Dr. Mujahid Ali	3310094772501	Present	+ Absent	Replacement Nominee (Trainer)
4	MIAN AWAIS	3330221988029	Present	+ Absent	Replacement Nominee (Trainer)

Trainee

Sr No	Name	CNIC	Attendance Status	Action	
1	Dr.Umar Abdul Rasheed	3460123888859	Present	+ Absent	Replacement Nominee (Trainee)
2	DR.AHMED NAWAZ	3460162152731	Present	+ Absent	Replacement Nominee (Trainee)

11.2 Replacement Nominee

As per the requirement of the department, sometimes a replacement/substitute nominee attends the training on behalf of the originally invited individual. If there is a situation where a substitute is attending the training, then "REPLACEMENT NOMINEE" form is filled with replacement information.

Attendance Status	Action	
Present	+ Absent	Replacement Nominee (Trainer)
Absent	+ Present	Replacement Nominee (Trainer)
Present	+ Absent	Replacement Nominee (Trainer)
Present	+ Absent	Replacement Nominee (Trainer)

dance Status	Action	
nt	+ Absent	Replacement Nominee (Trainee)
nt	+ Absent	Replacement Nominee (Trainee)

The following form is used to record the replacement nomination.

ADD TRAINEE   ✕

Division	District	Tehsil
-- Select Division--	--Select District--	--Tehsil--

HF Type	Designation
-- HF Type --	

Select Health Facilities

Select Trainee

Submit

12-Non-Digitized Training Data

Non-Digitized Training Data is the document management system where users can add any sort of media files against any training. These can be documents, excel sheets, videos, presentations or any other type of media files.

Users select the training against which media is to be uploaded. Following information is added while uploading files:

- Document/File Title
- Document/File Type
- Selection Type