

Performance Management

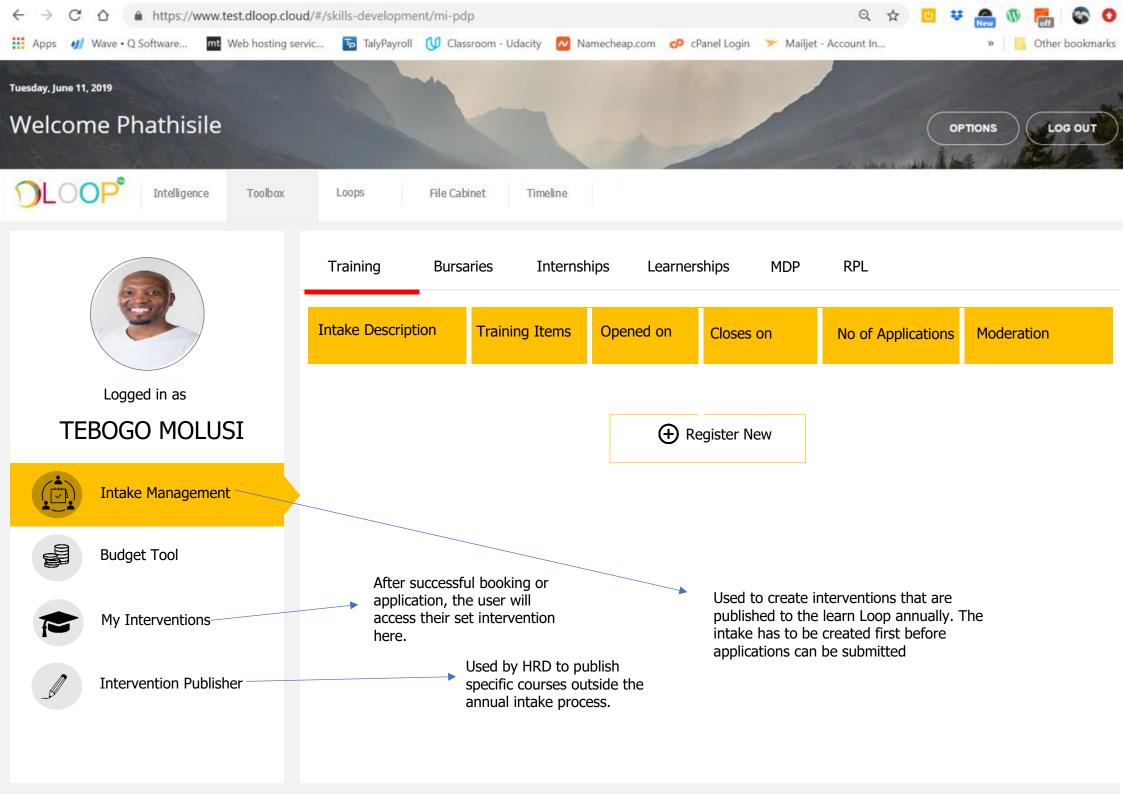
Launch Tool

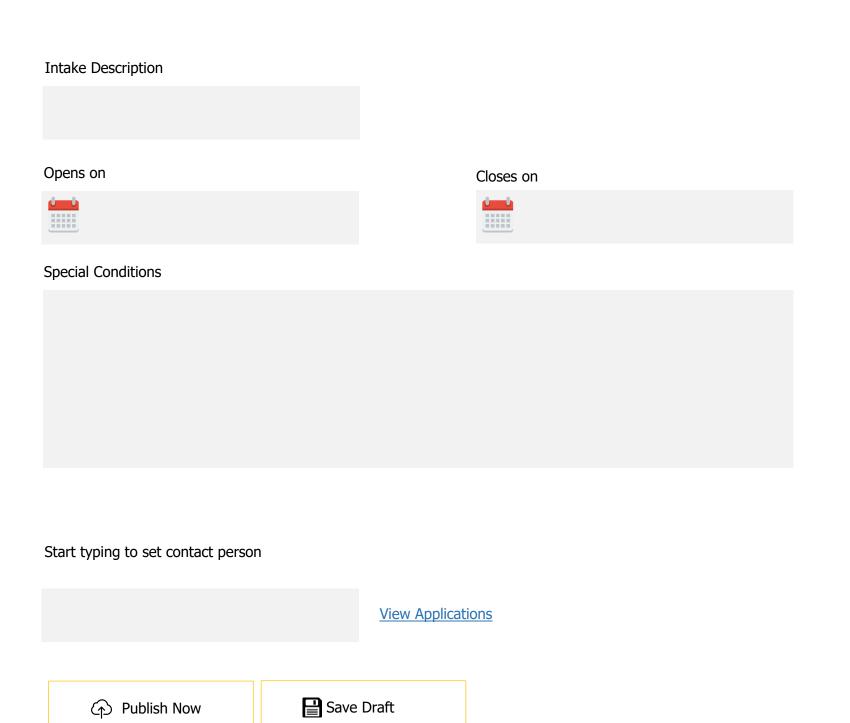
Grievance Management

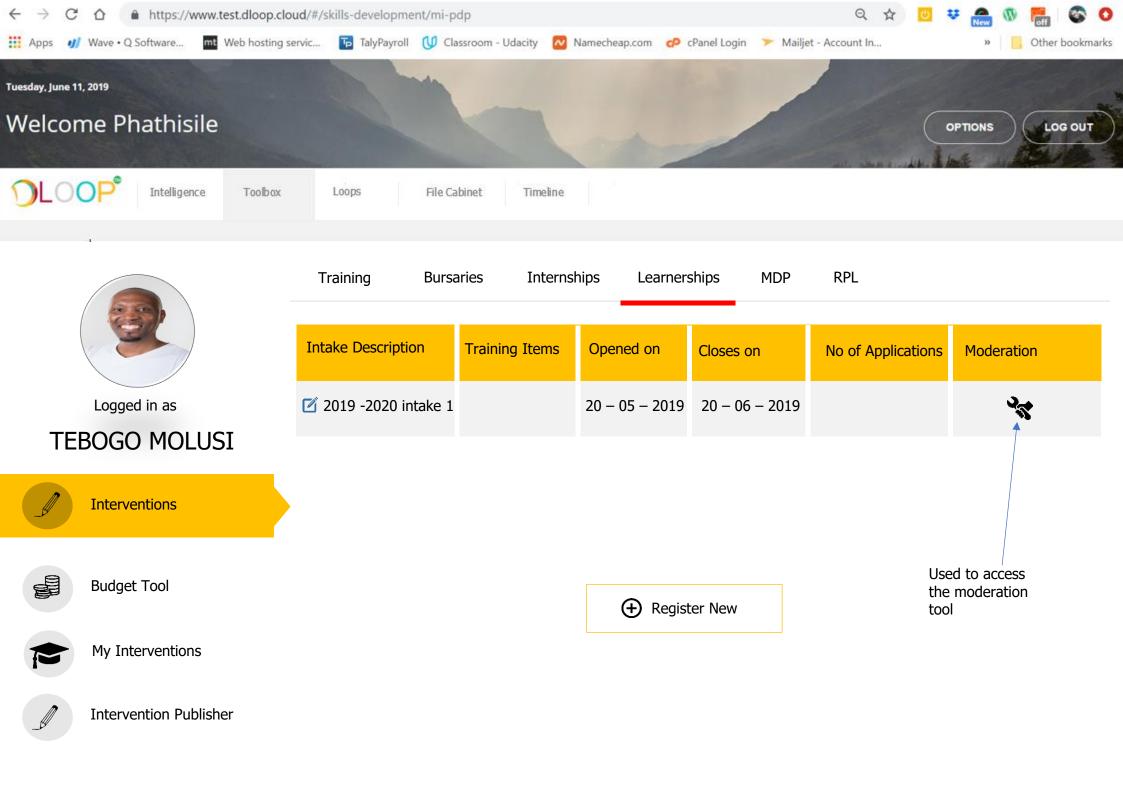
Launch Tool

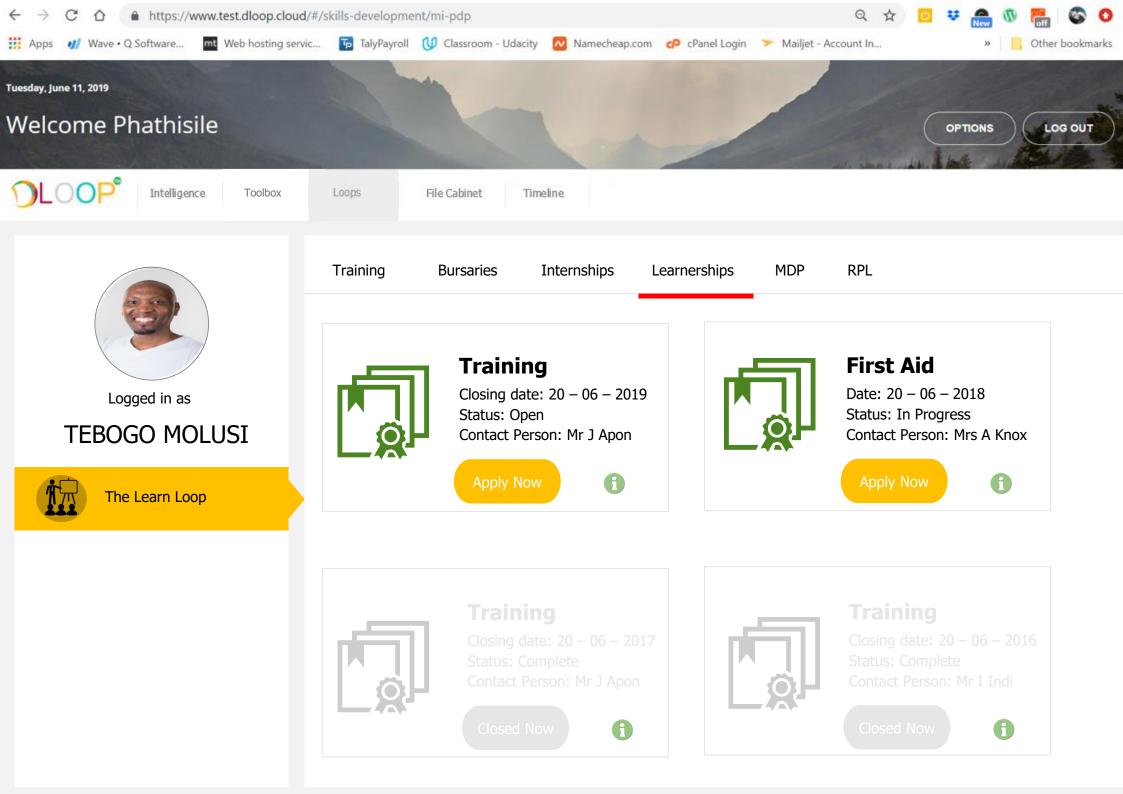
Grievance Management

Launch Tool









Training Application

If for self, prepopulate information and if it's a proxy application, allow user to search and add proxy applicants, can add more than one.

Intake Description

Pre-populated with the relevant intake description

First Name (Prepopulated)

Application Type (Self or Proxy)

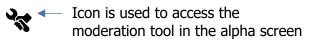
Last Name (Prepopulated)

Training Courses



Submit

Moderation



Bookings
Merge Schedular

Training Items	No of Applications	Cost Per Head	Line Total Cost	Action
Project Management 1	30	R4320.00	R129 600.00	43 (2) (3)
Advanced Excel	125	R1680.00	R210 000.00	←→
Customer Service Standards	12	R380.00	R4 560.00	←→ 2 =
PM 1	41	R980.00	R40 180.00	←→
Total Annual Training Budget			R348 178.00	
Total Annual Training Budget			R400 800.00	
Difference		ifference is a ative number, the	R52 622.00	

colour code should change from green to

Red.

To Merge we will use the merge button – (in this example we will merge Project Management 1 item in the PM 1 item) user will click the merge icon next to the merge item and the following form should pop up:

Merge Item (this is prepopulated by default)		Merge Target	
Project Management 1	\longleftrightarrow	Advance Excel	•

View after a successful merge, notice that the items in Project management 1 have been added to PM 1 and the cost per head that prevails is that of Merge target **Training Items** No of Applications Cost Per Head Line Total Cost Action Advanced Excel 125 R1680.00 R210 000.00 **Customer Service Standards** 12 R380.00 R4 560.00 R980.00 71 PM 1 R40 180.00 **Total Annual Training Budget** R348 178.00 Total Annual Training Budget R400 800.00 Difference R52 622.00

Moderator – when the moderator icon is clicked, this is the view you see.....always have back buttons to revert back to previous screens

Priority	Cost Per Head	No of Applications	Approved Spots	Difference	Action
Priority 1	R380.00	7	7 💃	0	**
Priority 2	R380.00	2	0 🛕	2	*
Priority 3	R380.00	3	0	3	>

Pop up view when this is clicked

Objectives	*	Quarter Targeted	PDP Item	
100% Customer Satisfaction		Quarter 2	Ability to provide customer services on the floor	To close this view
100% Customer Satisfaction		Quarter 1	Ability to provide customer services on the floor	
100% Customer Satisfaction		Quarter 2	Ability to provide customer services on the floor	

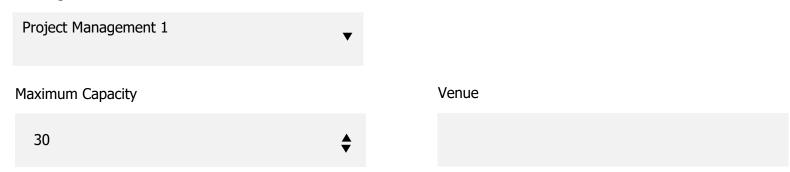
Final View

Training Items	No of Applications	Cost Per Head	Line Total Cost	Action	1	
Advanced Excel	125	R1680.00	R210 000.00	← ∌	Ĭ	\$ <u>₹</u>
Customer Service Standards	7	R380.00	R4 560.00	€∌	Ľ	ξĒ
PM 1	71	R980.00	R40 180.00	€ ∌	Č	\$ <u>E</u>
Total Annual Training Budget			R348 178.00			
Total Annual Training Budget			R400 800.00			
Difference			R52 622.00			

Click Here to Publish Final List

Schedular

Training Item



Set Dates



Bookings

Training Item	Date	No of Bookings	Status	Action
PM 1	01 - 07 - 2019	30	Booked	
PM 1	10 - 08 - 2019	30	Booked	★
PM 1	22 - 08 - 2019	11	Booked	

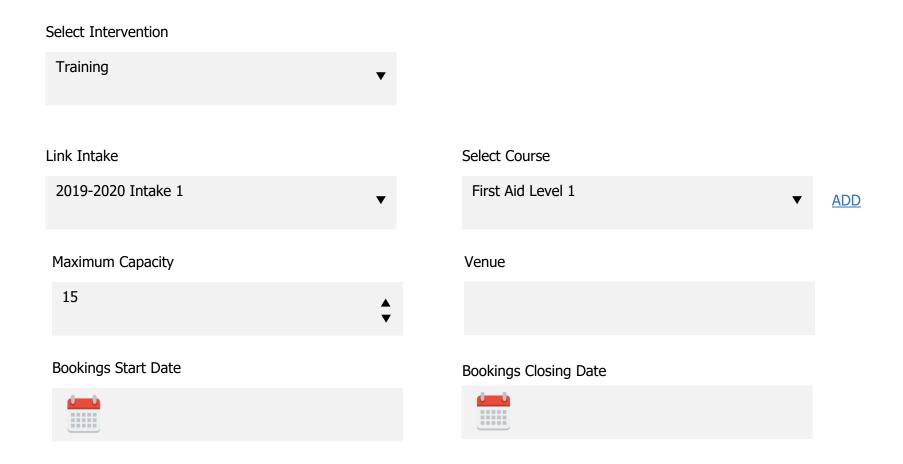
Training Item	Date	No of Bookings	Status	Action
PM 1	01 - 07 - 2019	30	enrolled	
PM 1	10 - 08 - 2019	30	enrolled	
PM 1	22 - 08 - 2019	11	enrolled	**

NB! On the day of the training the status will change to in progress and then on the day of the training it will change to completed. Please note we already have the enrolment screen, once the training is completed it becomes a record in the skills development file.

The record in the file cabinet

Training Item	Date of attendance	Cost	Status	Outcome
PM 1	22 – 08 - 2019	R980.00	Completed	Certification

<u>Intervention Publisher – This is used to publish exact courses independent of the intake process.</u>



Set Attendance Dates



