

Instructor/ MR . Mohamed Yasser Othman

Prepared and delivered by/ Habeba- Shrin- Fatma - Rehab – Heba

Final Project :Training & Development

Final Project Training & Development - 5

Objective: Manage skills improvement programs□

(الهدف: ادارة برامج تطوير المهارات)

group code	ONL3_ERP 8_G3 MSD HCM Application Consultant/Management &ERP
Instructor	MR. Mohamed Yasser Othman
Prepared and delivered by	1. Habeba Usama Abdullah Nasr 2. Shrin Mohamed Ahmed Baz 3. Fatma Elsayed Wahba Abo Hegazy 4. Rehab Mohammed ELsayed Abdelwahab 5.Heba Mohamed Abdelnabi Elshshtawy
Final Project Process name	Training & Development
Arabic name	التدريب والتطوير
Path	Human resources > Courses

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ملئ الاستبيان

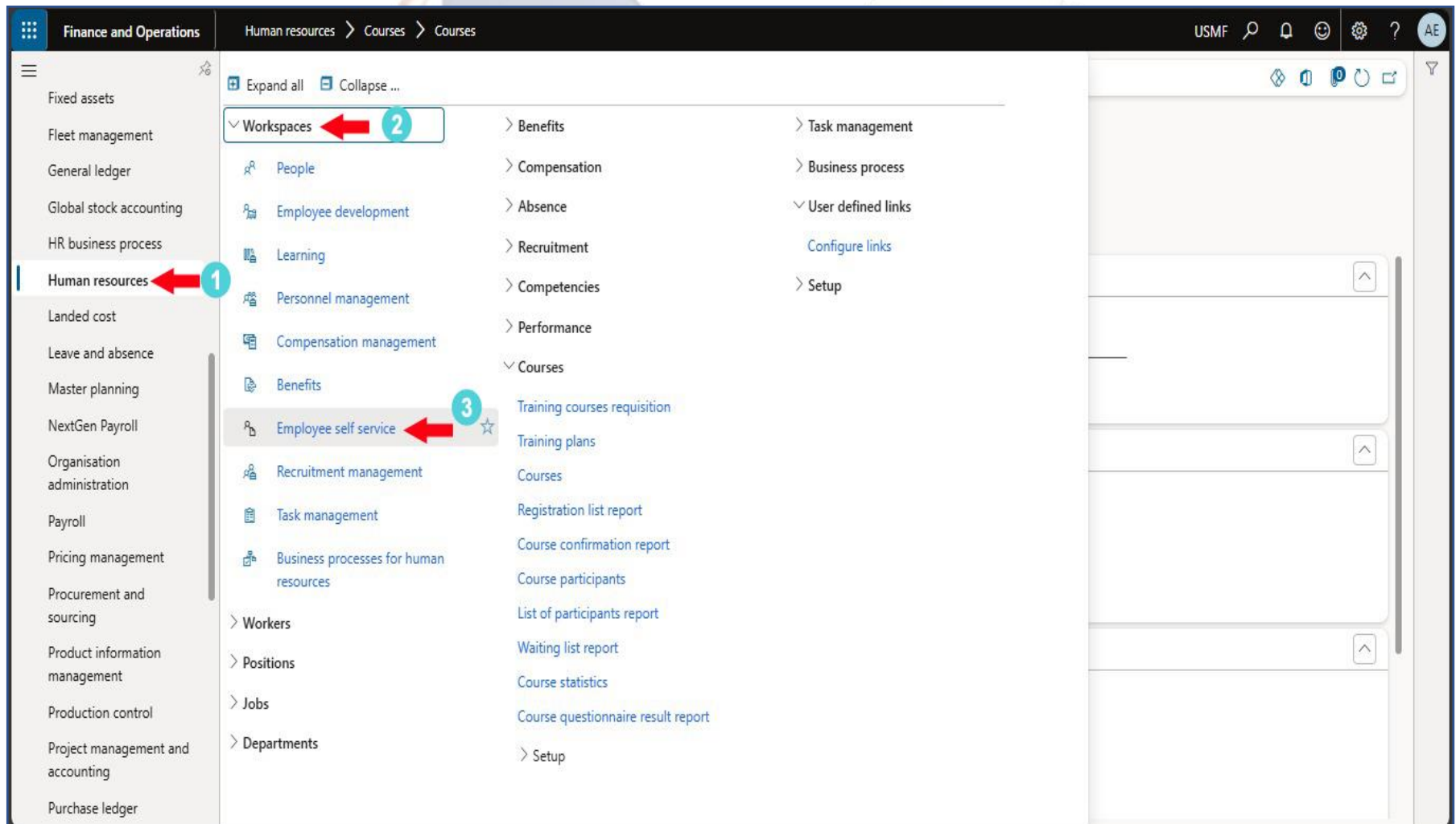
- ملئ الاستبيان :

1 - الدخول علي: الوحدات < الموارد البشرية < مساحات العمل < خدمة الموظف الذاتية

Modules > Human resources > Workspaces > Employee self service

Description	Training	م
اختيار الاستبيانات المخصصة للمتدرب	Questionnaires assigned to me	1
الاختيار لبدء حل الاستبيان	Start	2
للذهاب للسؤال التالي	Forward	3
للعودة للسؤال السابق	أو Back	
بعد الانتهاء من اخر سؤال لإتمام الاستبيان	end	4

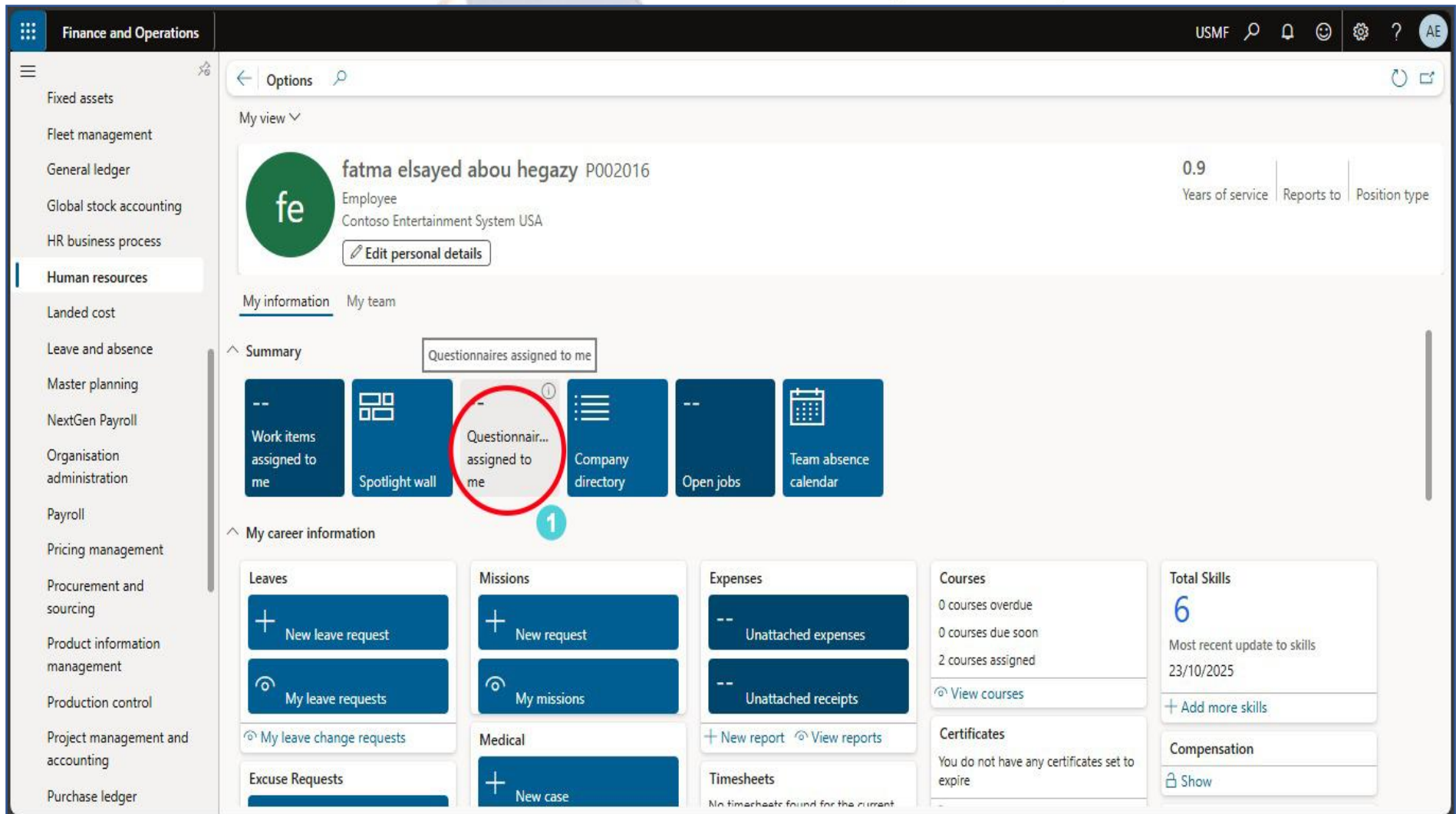
FemFive



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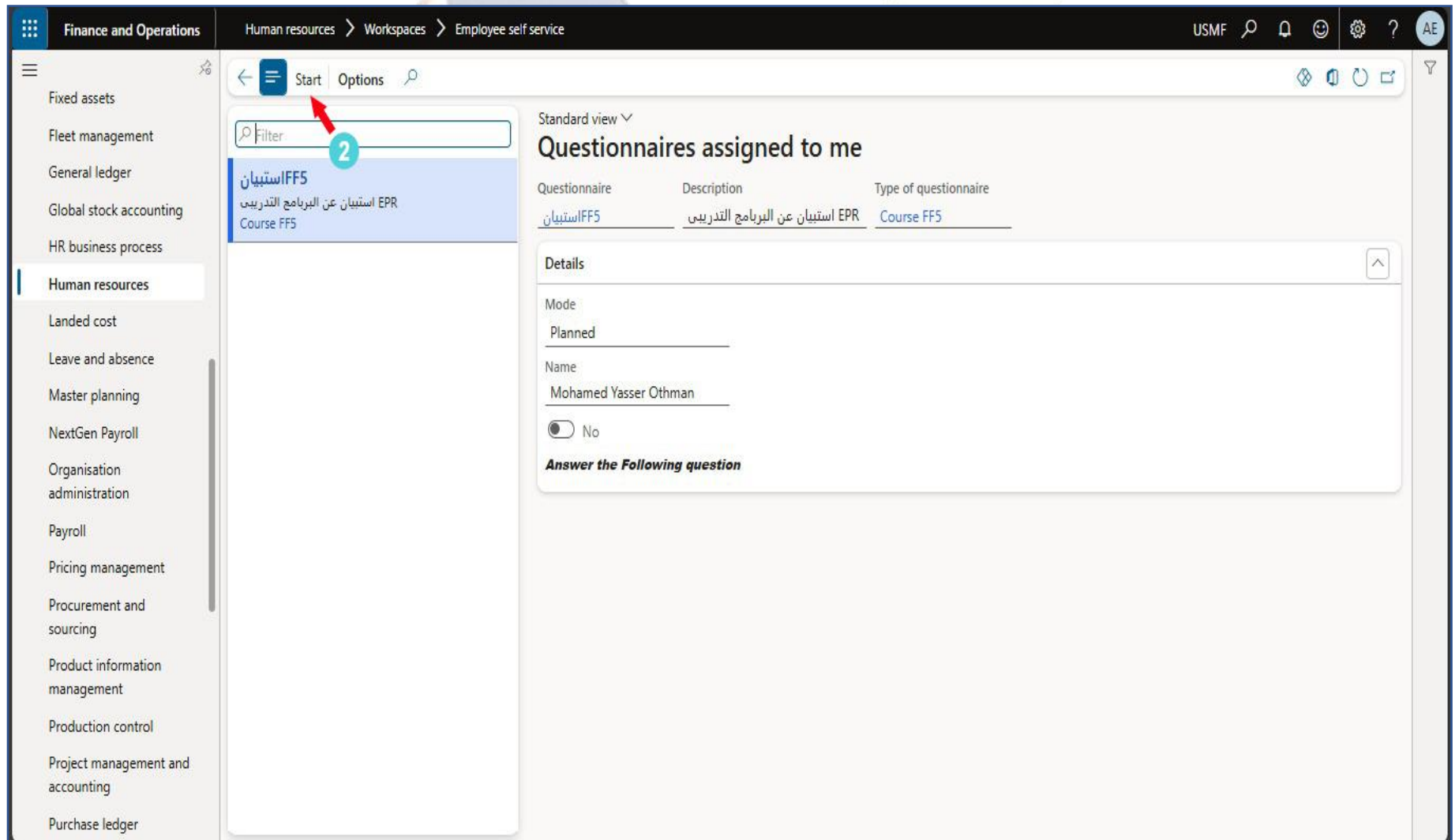
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The screenshot displays the SAP S/4HANA Employee Self-Service interface. The top navigation bar shows 'Finance and Operations' and 'Human resources > Workspaces > Employee self service'. The left sidebar lists various HR functions, with 'Human resources' selected. The main content area is titled 'Questionnaires assigned to me' and shows a table with one entry: 'استبيان FF5' (Questionnaire FF5) with a description 'استبيان عن البرنامج التدريبي EPR' (Questionnaire about the training program EPR) and type 'Course FF5'. A red arrow points to the 'Start' button in the top navigation bar. The 'Details' section shows the mode as 'Planned', the name as 'Mohamed Yasser Othman', and a toggle switch set to 'No'.

Questionnaire	Description	Type of questionnaire
استبيان FF5	استبيان عن البرنامج التدريبي EPR	Course FF5

Details

Mode
Planned

Name
Mohamed Yasser Othman

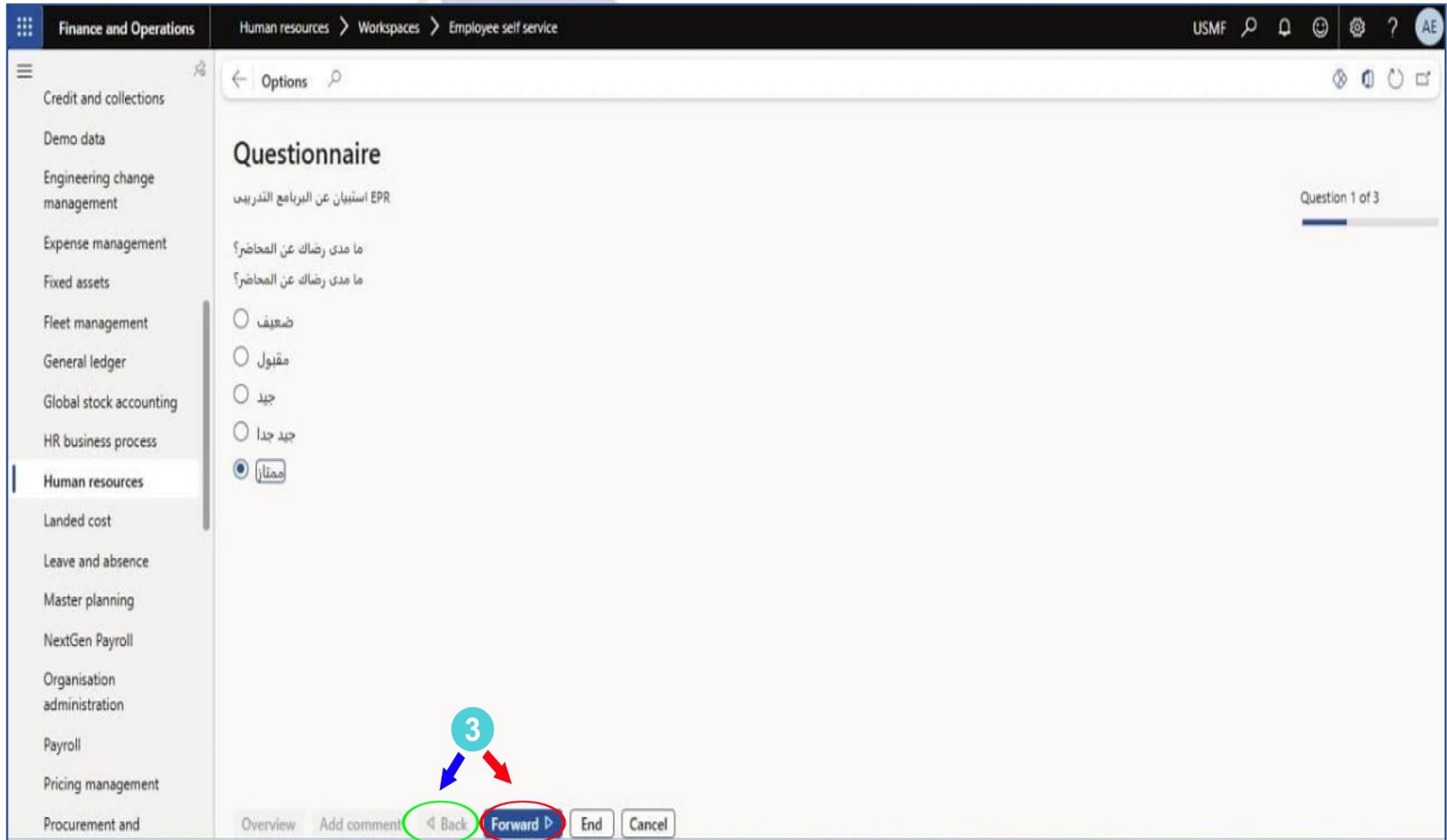
☐ No

Answer the Following question

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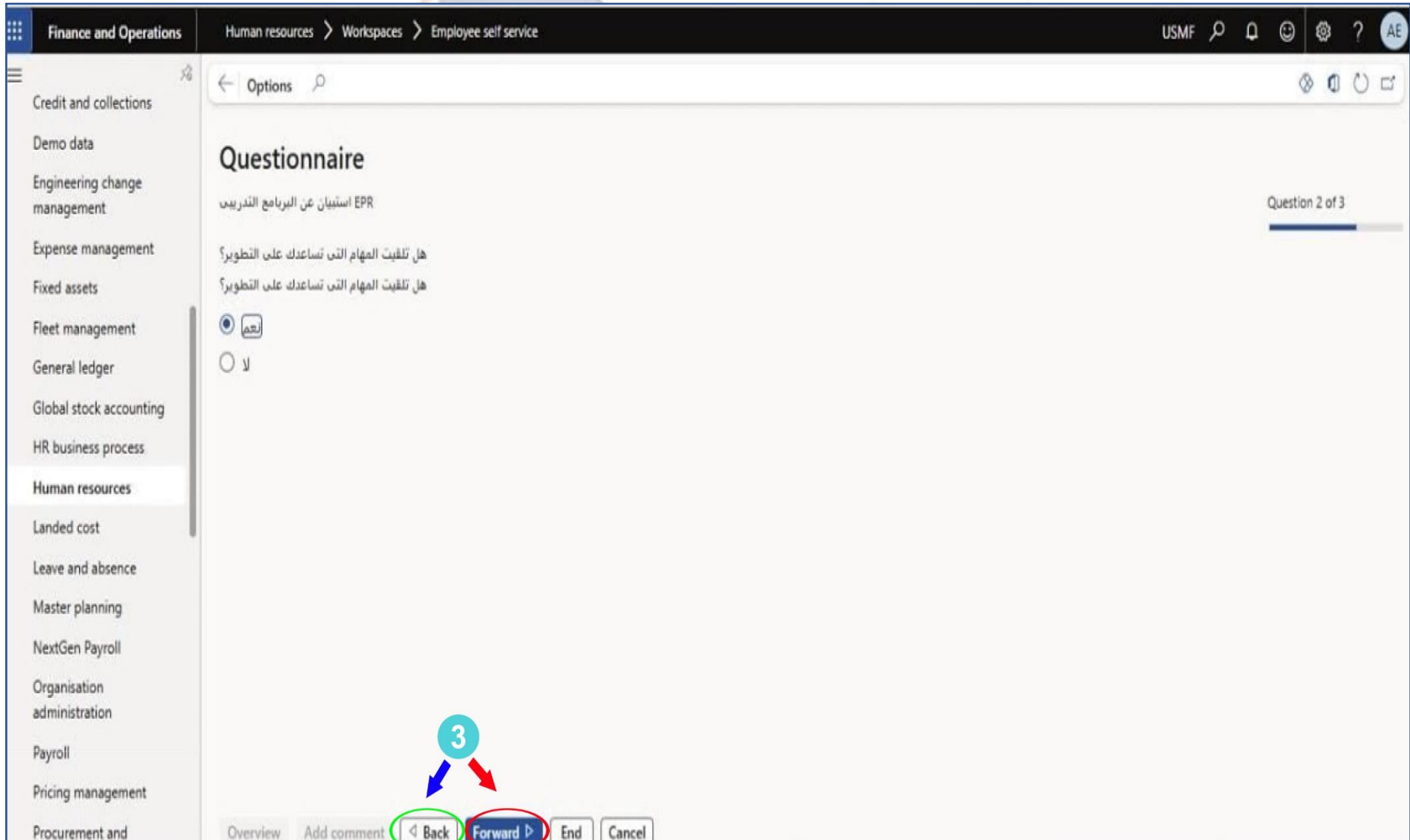


The screenshot shows the SAP HR Questionnaire interface. The top navigation bar includes 'Finance and Operations', 'Human resources > Workspaces > Employee self service', and user information 'USMF'. The left sidebar lists various HR modules, with 'Human resources' selected. The main content area is titled 'Questionnaire' and shows 'Question 1 of 3'. The question is in Arabic: 'ما مدى رضاك عن المحاضر؟' (How satisfied are you with the lecturer?). There are five radio button options: 'ضعيف' (Weak), 'مقبول' (Acceptable), 'جيد' (Good), 'جيد جداً' (Very Good), and 'ممتاز' (Excellent). The 'ممتاز' option is selected. At the bottom, there are navigation buttons: 'Overview', 'Add comment', 'Back', 'Forward', 'End', and 'Cancel'. A blue arrow points to the 'Back' button, and a red arrow points to the 'Forward' button. A blue circle with the number '3' is positioned above the 'Back' and 'Forward' buttons.

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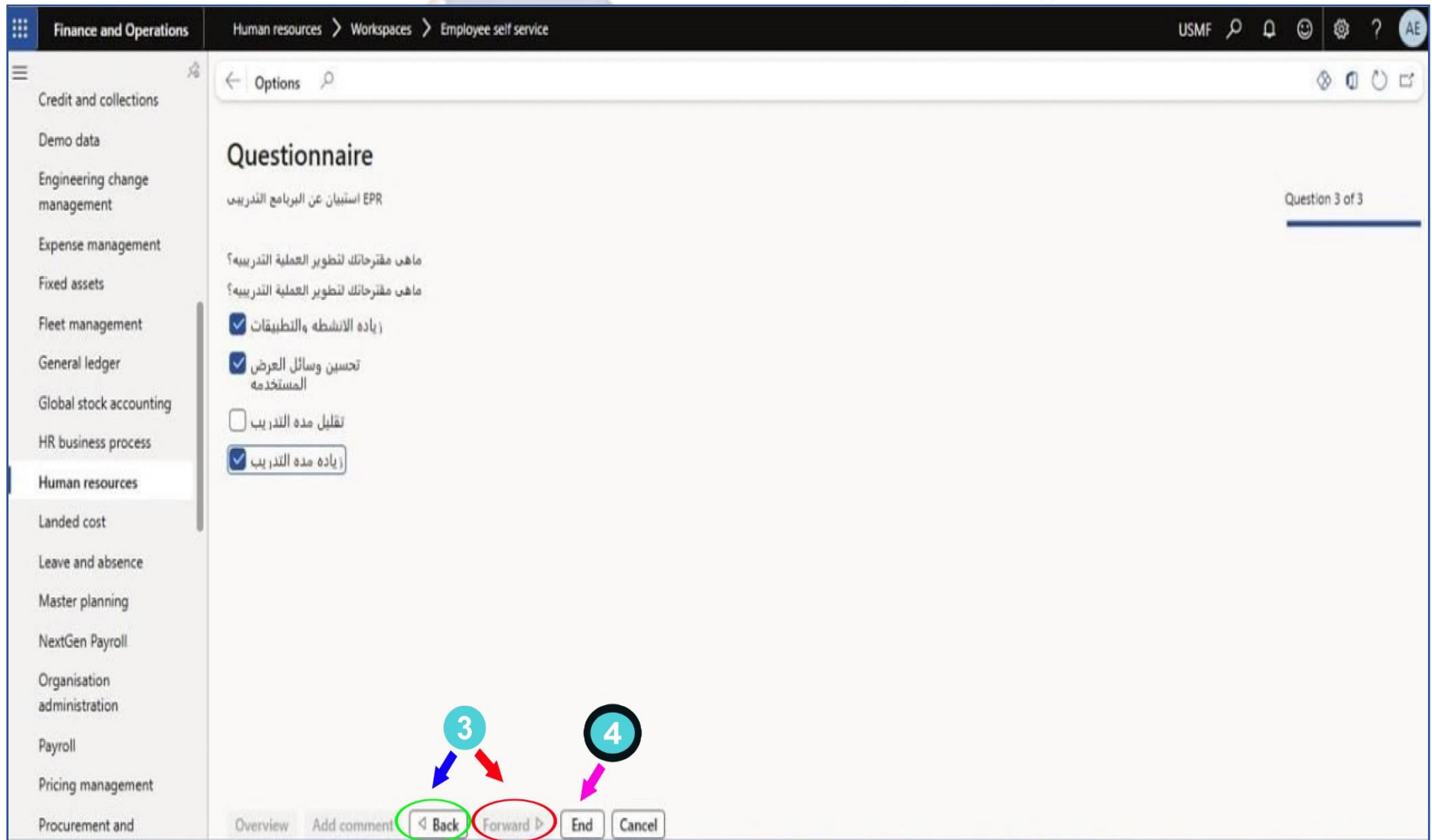


The screenshot shows the SAP HR 'Questionnaire' interface. The breadcrumb trail at the top reads 'Human resources > Workspaces > Employee self service'. The left sidebar lists various HR modules, with 'Human resources' currently selected. The main content area displays 'Questionnaire' with the title 'استبيان عن البرنامج التدريبي' (Training Program Survey). It shows 'Question 2 of 3' with a progress bar. The question text is 'هل تلقيت المهام التي تساعدك على التطوير؟' (Did you receive tasks that help you develop?). There are two radio button options: 'نعم' (Yes) and 'لا' (No). The 'Yes' option is selected. At the bottom, there are navigation buttons: 'Overview', 'Add comment', 'Back', 'Forward', 'End', and 'Cancel'. A blue circle with the number '3' and two arrows (one blue pointing to 'Back' and one red pointing to 'Forward') is overlaid on the 'Back' and 'Forward' buttons.

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The screenshot shows the SAP HR 'Questionnaire' interface. The left sidebar lists various HR functions, with 'Human resources' selected. The main area displays a questionnaire titled 'Questionnaire' with the subtitle 'استبيان عن البرامج التدريبية' (Survey about training programs). The questionnaire is currently on 'Question 3 of 3'. The questions are in Arabic, asking about the need for training programs and the effectiveness of the training. The options are 'Increase the number of applications' (checked), 'Improve the quality of the training' (checked), 'Reduce the number of applications' (unchecked), and 'Increase the number of applications' (checked). At the bottom, there are navigation buttons: 'Overview', 'Add comment', '< Back' (circled in green), 'Forward >' (circled in red), 'End', and 'Cancel'. There are also two numbered callouts: '3' pointing to the 'Back' button and '4' pointing to the 'End' button.

Finance and Operations

Human resources > Workspaces > Employee self service

USMF

Options

Questionnaire

استبيان عن البرامج التدريبية

Question 3 of 3

ماهى مقترحاتك لتطوير العملية التدريبية؟

ماهى مقترحاتك لتطوير العملية التدريبية؟

☒ زيادة الانشطة والتطبيقات

☒ تحسين وسائل العرض المستخدمة

☐ تقليل مدة التدريب

☒ زيادة مدة التدريب

Overview Add comment < Back Forward > End Cancel

3

4

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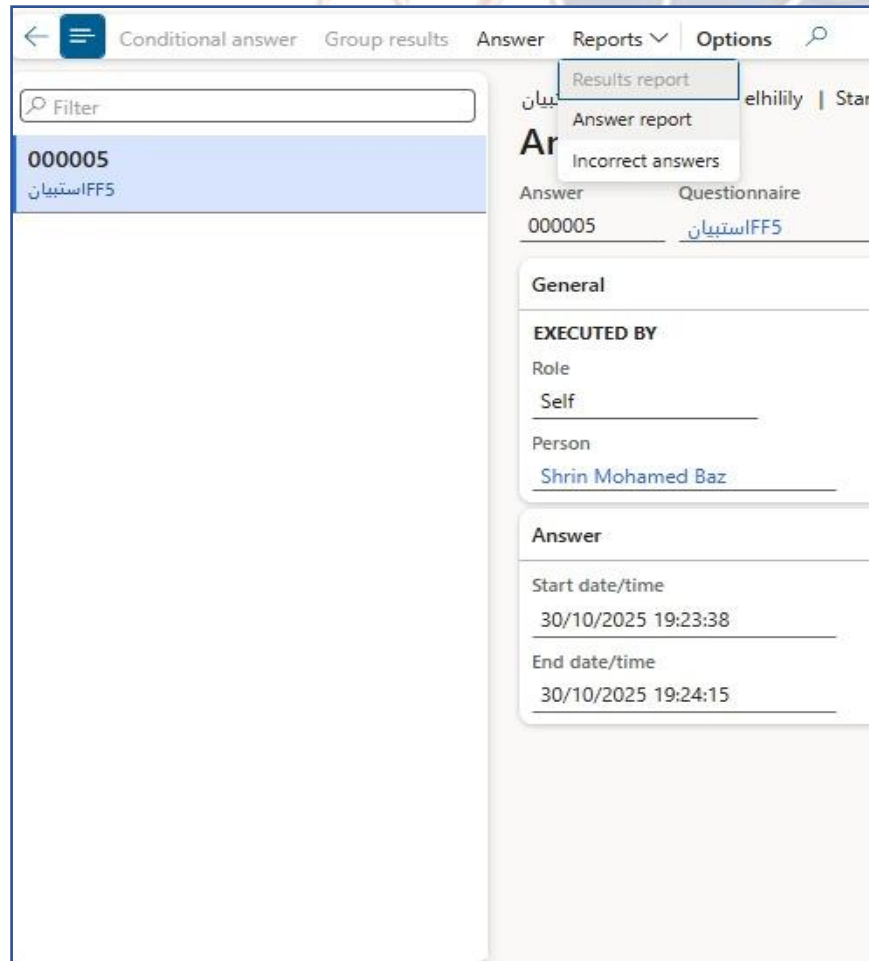
طريقة (3)	طريقة (2)	طريقة (1)	م
Questionnaire	Questionnaire	Human resources	1
View and analyze results	View and analyze results	Courses	2
Answers by person	Answers	Courses	3
select Person	Select Answer	Choose course name	5
Answers	<ul style="list-style-type: none"> • Reports • Answer Report 	Course	6
<ul style="list-style-type: none"> • Reports • Answer Report 	Answer	Questionnaire schedules	7
		Answers	8
		Reports	9
		Answer Report	10

FemFive

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Final Project (Training & Development)



Conditional answer Group results Answer Reports Options

Filter

000005
استبيان FF5

Results report
Answer report
Incorrect answers

Answer Questionnaire
000005 استبيان FF5

General

EXECUTED BY

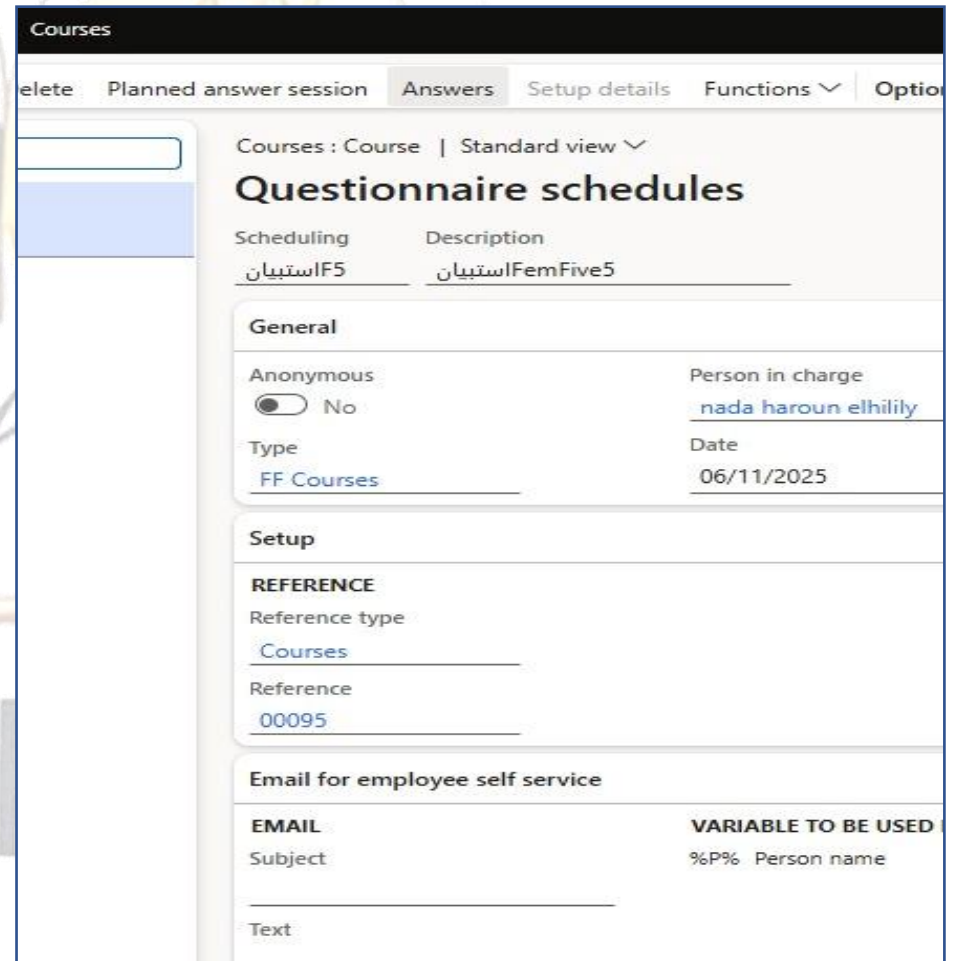
Role
Self

Person
Shrin Mohamed Baz

Answer

Start date/time
30/10/2025 19:23:38

End date/time
30/10/2025 19:24:15



Courses

delete Planned answer session Answers Setup details Functions Options

Courses : Course | Standard view

Questionnaire schedules

Scheduling Description
استبيان FF5 استبيان FemFive5

General

Anonymous
☐ No

Person in charge
nada haroun elhilily

Type
FF Courses

Date
06/11/2025

Setup

REFERENCE

Reference type
Courses

Reference
00095

Email for employee self service

EMAIL

Subject

Text

VARIABLE TO BE USED
%P% Person name

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← Conditional answer Group results Answer Reports Options

Filter

000001	استبيان 01
000004	تقييم 5--1
000005	استبيان FF5
000017	8Ques
000018	PerformEva
00321	ProdList
00322	ProdList
00347	WorkFH
00371	PerformEva
00372	

Star Ar

Results report
Answer report
Incorrect answers

000005 استبيان FF5

General

EXECUTED BY

Role
Self

Person
Shrin Mohamed Baz

Answer

Start date/time
30/10/2025 19:23:38

End date/time
30/10/2025 19:24:15

Expand all Collapse ...

Project management and accounting
Purchase ledger
Questionnaire
Real Estate
Rebate management
Retail and Commerce
Sales and marketing
Sales ledger
Service management
Stock management
Subscription billing
Supplier collaboration
System administration
Tax
TGates Payroll
Time and attendance
Transportation management

> Design
> Distribute
View and analyse results

Answers

Answers by person
Questionnaire respondents
Questionnaire results
Questionnaire statistics
Answers report
Answers per questionnaire report
Answers per person report
Question analysis report
Feedback analysis report
Delete results

> Setup

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analyse results > Answers by person

er Group results Answer Reports Options

Results report Standard view

Answer report

Incorrect answers

Answer Questionnaire

000005 استبيان FF5

General

EXECUTED BY Scheduling

Role استبيان FF5

Self Evaluation of

Person Mohamed Yasser Othman

Shrin Mohamed Baz

Answer

Start date/time Correct answers

30/10/2025 19:23:38 0

End date/time Points

30/10/2025 19:24:15 0.00

Answers Evaluations Planned answer session Planned evaluations View

Answers by person

Standard view

Filter

Person	Worker	Knowledge...	Applicant
Sean Stewart			✓
Shane DeSeranno	✓		
Shannon Dascher	✓		
Sharon Salavaria	✓		
Shawn Richardson	✓		
Sheri Molina	✓		
Shirleen H. Travers			✓
Shis Shridhar	✓		
Shrin Mohamed Baz	✓		
Shu Ito	✓		
Simon Lam	✓		
Simone Michael	✓		
Soha Kamal	✓		
Srinivas Iragavarapu	✓		
Stefan Hesse	✓		
Sten Faerch	✓		

Expand all Collapse ...

Project management and accounting

Design

Distribute

View and analyse results

Answers

Answers by person

Questionnaire respondents

Questionnaire results

Questionnaire statistics

Answers report

Answers per questionnaire report

Answers per person report

Question analysis report

Feedback analysis report

Delete results

Setup

Questionnaire

Real Estate

Rebate management

Retail and Commerce

Sales and marketing

Sales ledger

Service management

Stock management

Subscription billing

Supplier collaboration

System administration

Tax

TGates Payroll

Time and attendance

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← Options 🔍

Answer on questionnaire

Answer on questionnaire
Shrin Mohamed Baz

EPR استبيان عن البرنامج التدريبي
Answer the Following question

Questions: 1
ما مدى رضاك عن المحاضر؟
ممتاز: 1

Questions: 2
هل تلقيت المهام التي تساعدك على التطوير؟
نعم: 1

Questions: 3
ما هي مقترحاتك لتطوير العملية التدريبية؟
1: زيادة الانشطة والتطبيقات
2: تحسين وسائل العرض المستخدمه
3: زيادة مدة التدريب

← Options 🔍

000005 : استبيان FF5 | Standard view ▾

Answer on questionnaire

Sequence number Text

1 ما مدى رضاك عن المحاضر؟

Question
00226

Answer

Answer	Points	Correct an...
ممتاز	0.00	

Comments

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إنهاء الاستبيان

- لإنهاء الاستبيان :

1 - الدخول علي: الوحدات < الموارد البشرية < البرامج التدريبية < البرامج التدريبية

Modules > Human resources > Courses > Courses

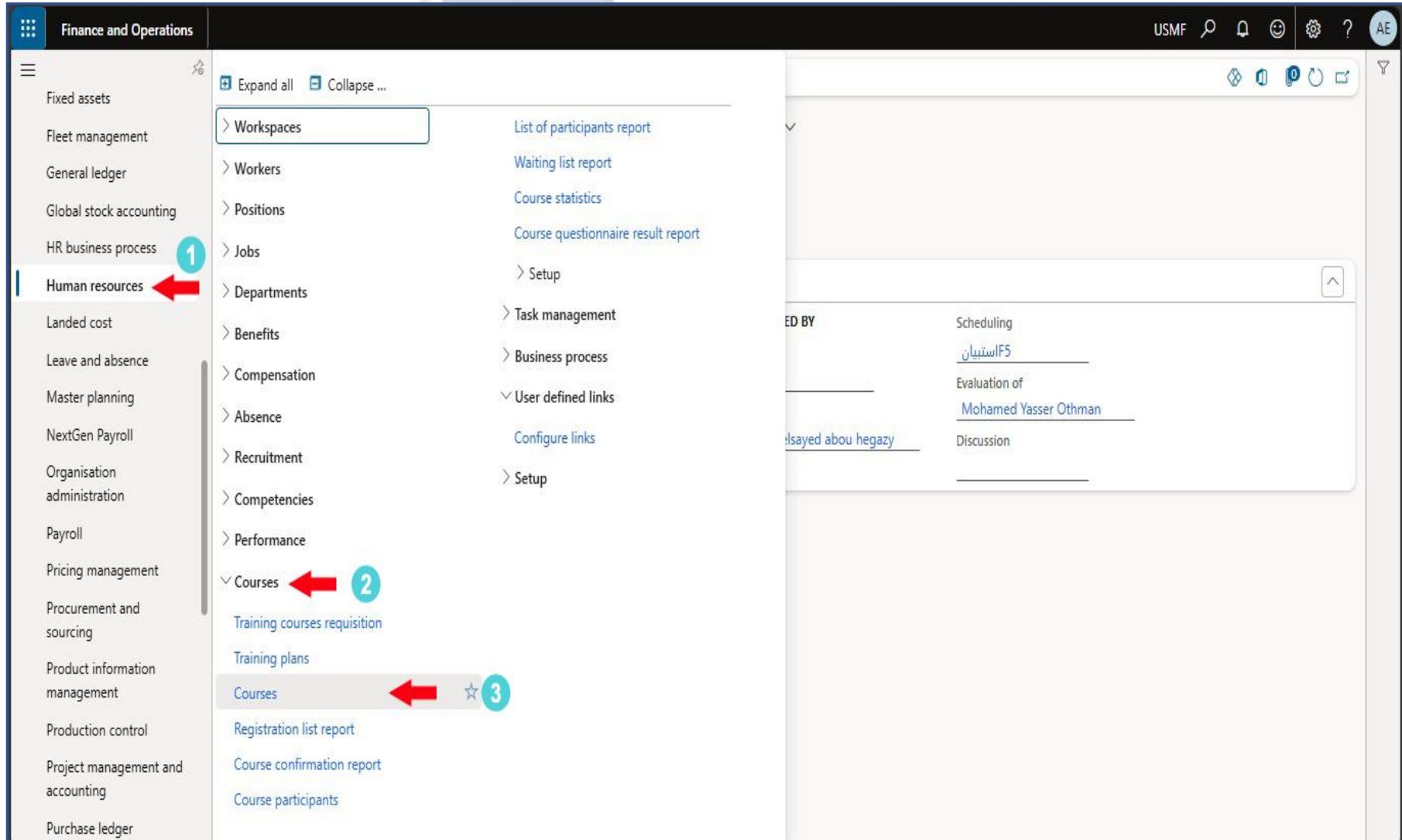
Description	Training	م
اختيار	Choose course name	1
اختيار	Course	2
اختيار	Questionnaire schedules	3
اختيار	Functions	4
اختيار	end	5
اختيار	Ok	6

FemFive

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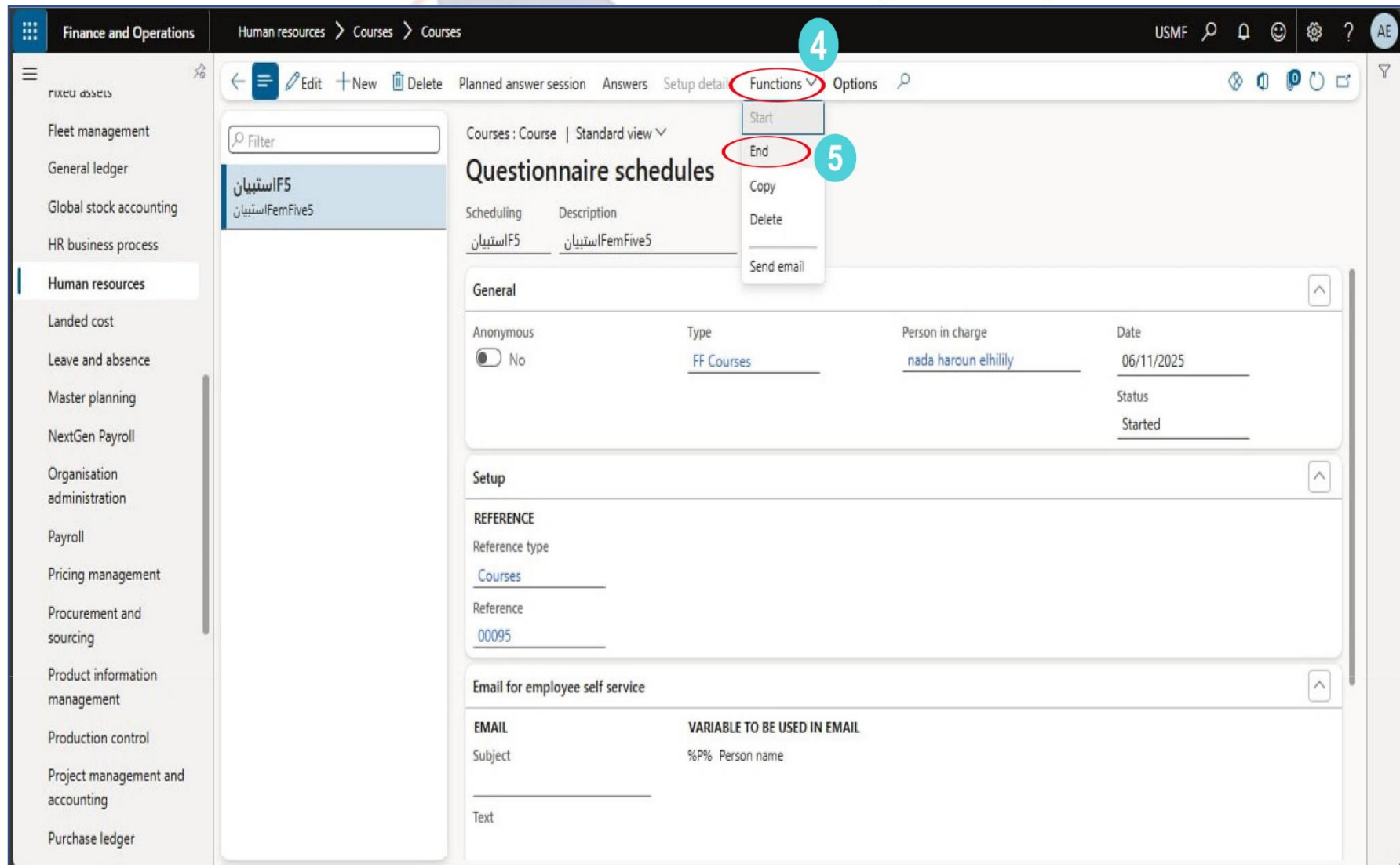


The screenshot displays the SAP Finance and Operations interface. The left-hand navigation menu is visible, with the 'Human resources' option highlighted by a red arrow and a blue circle containing the number '1'. Below 'Human resources', the 'Courses' option is also highlighted by a red arrow and a blue circle containing the number '2'. The 'Courses' option is further highlighted by a red arrow and a blue circle containing the number '3'. The main content area on the right shows a list of reports and links, including 'List of participants report', 'Waiting list report', 'Course statistics', 'Course questionnaire result report', 'Setup', 'Task management', 'Business process', 'User defined links', 'Configure links', and 'Setup'. The top right corner of the interface shows the user 'USMF' and various system icons.

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The screenshot displays the SAP HR 'Questionnaire schedules' interface. The left sidebar shows the navigation menu with 'Human resources' selected. The main area shows the 'Questionnaire schedules' for 'Course : Course' in 'Standard view'. A table lists the schedule with columns 'Scheduling' and 'Description'. The 'Functions' menu is open, showing options: 'Start', 'End', 'Copy', 'Delete', and 'Send email'. The 'End' option is highlighted. Below the table, the 'General' section shows 'Anonymous' as 'No', 'Type' as 'FF Courses', 'Person in charge' as 'nada haroun elhilily', and 'Date' as '06/11/2025'. The 'Status' is 'Started'. The 'Setup' section shows 'REFERENCE' with 'Reference type' as 'Courses' and 'Reference' as '00095'. The 'Email for employee self service' section shows 'EMAIL' with 'Subject' as '%P% Person name' and 'Text' as an empty field.

Scheduling	Description
استبيان F5	استبيان FemFive5

General

Anonymous	Type	Person in charge	Date
<input type="radio"/> No	FF Courses	nada haroun elhilily	06/11/2025
			Status
			Started

Setup

REFERENCE

Reference type
Courses
Reference
00095

Email for employee self service

EMAIL	VARIABLE TO BE USED IN EMAIL
Subject	%P% Person name
Text	

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إغلاق الدورة ونقل الدورة والشهادات المصحوبة مع الدورة إلى ملف العامل للمشاركين الذين اتموا الدورة بنجاح:

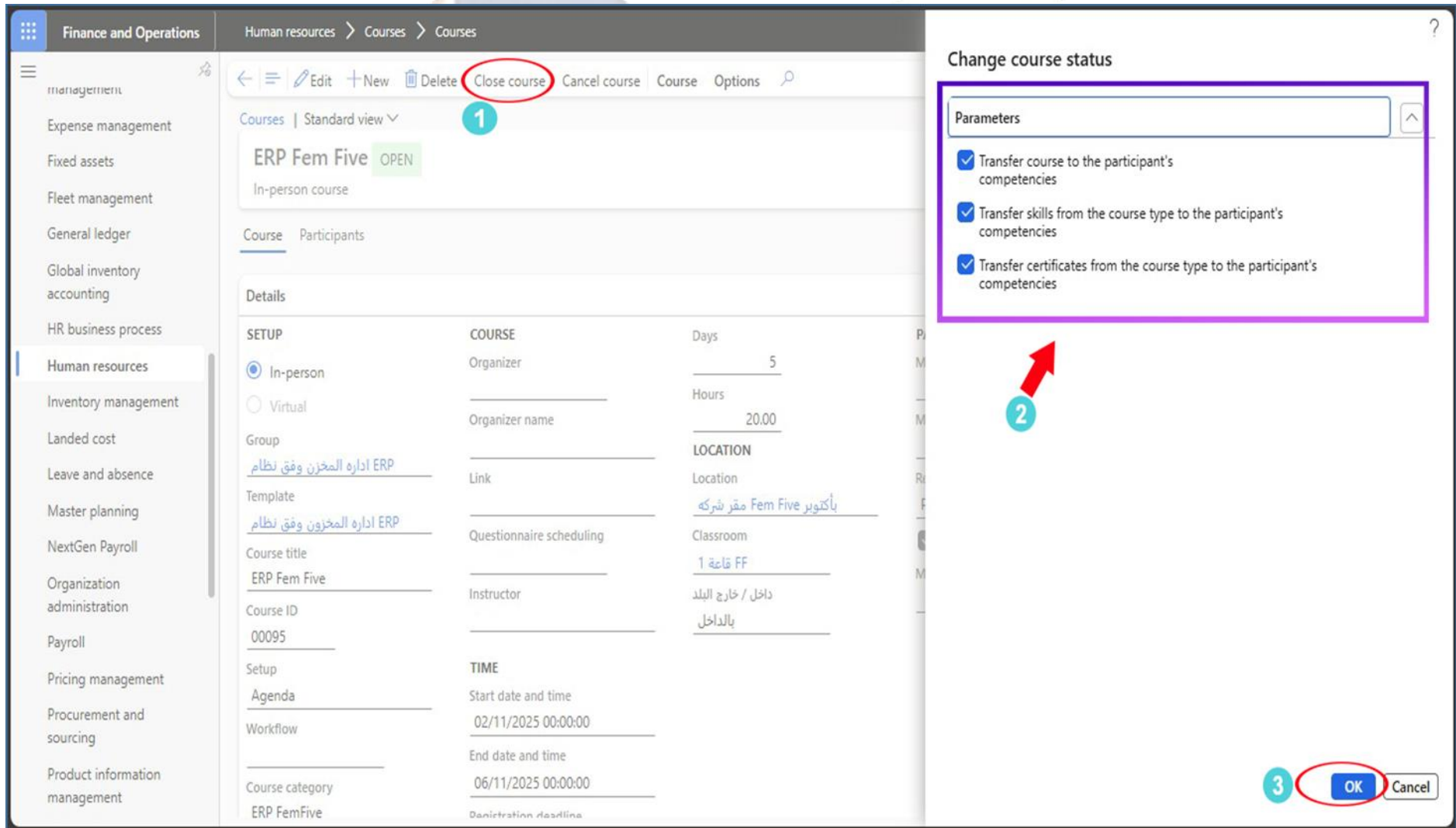
1. الضغط على "إغلاق الدورة التدريبية"

Description	Training	م
اختيار	Close Course	1
<ul style="list-style-type: none"> • <u>اختر المناسب للدورة التدريبية من</u> • Transfer course to the participant's competencies • لنقل البرنامج التدريبي للمشاركين الذين اتموا البرنامج بنجاح • Transfer skills from the course type to the participant's competencies • لنقل مهارات الدورة التدريبية للمشاركين الذين اتموا البرنامج بنجاح • Transfer certificates from the course type to the participant's competencies • لنقل شهادات الدورة التدريبية للمشاركين الذين اتموا البرنامج بنجاح 		2
اختيار	OK	3
تم نقل الدورة الي ملفات كل العاملين المشاركين		

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The screenshot displays the SAP HR Course Management interface. The left sidebar shows the navigation menu with 'Human resources' selected. The main area shows the 'Courses' list with 'ERP Fem Five' highlighted. The 'Details' section for 'ERP Fem Five' is visible, showing course information such as 'In-person', 'Organizer', 'Days', 'Hours', 'Location', 'Classroom', 'Instructor', 'Start date and time', 'End date and time', and 'Course category'.

The 'Change course status' dialog box is open, showing the following parameters:

- ☒ Transfer course to the participant's competencies
- ☒ Transfer skills from the course type to the participant's competencies
- ☒ Transfer certificates from the course type to the participant's competencies

The dialog box has three numbered callouts: 1 points to the 'Close course' button in the top toolbar, 2 points to the 'Parameters' section, and 3 points to the 'OK' button in the bottom right corner.

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للتبعية حركة وصول الشهادة والمهارات والبرنامج التدريبي للموظف

- للتبعية

2 - الدخول علي: الوحدات < الموارد البشرية < مساحات العمل < خدمة الموظف الذاتية

Modules > Human resources > Workspaces > Employee self service

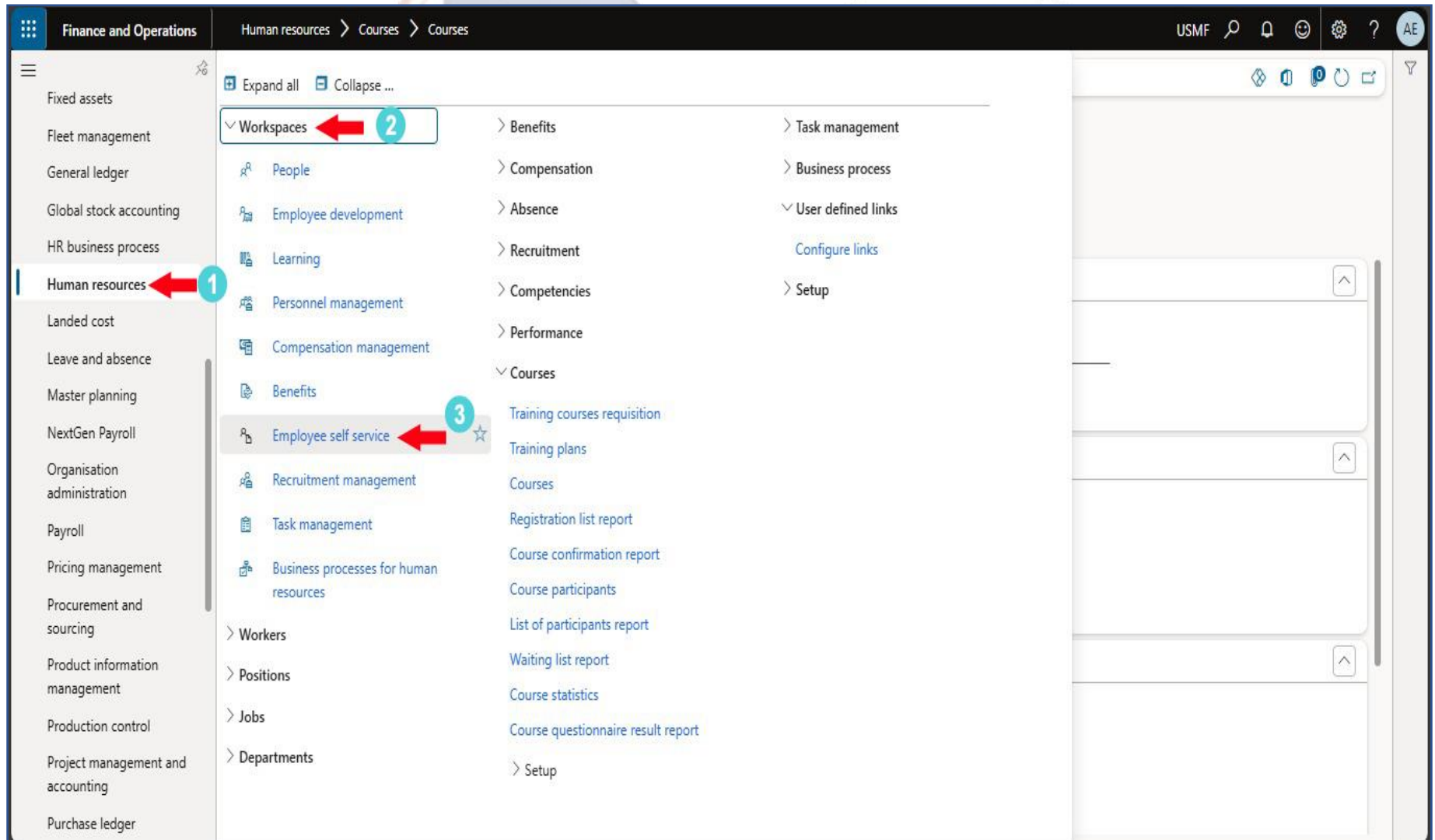
Description	Training	م
View courses (اختيار)	Courses	1
View all certificates (اختيار)	Certificates	2
the number shown on the screen for total skills (اختيار)	Total skills	3

FemFive

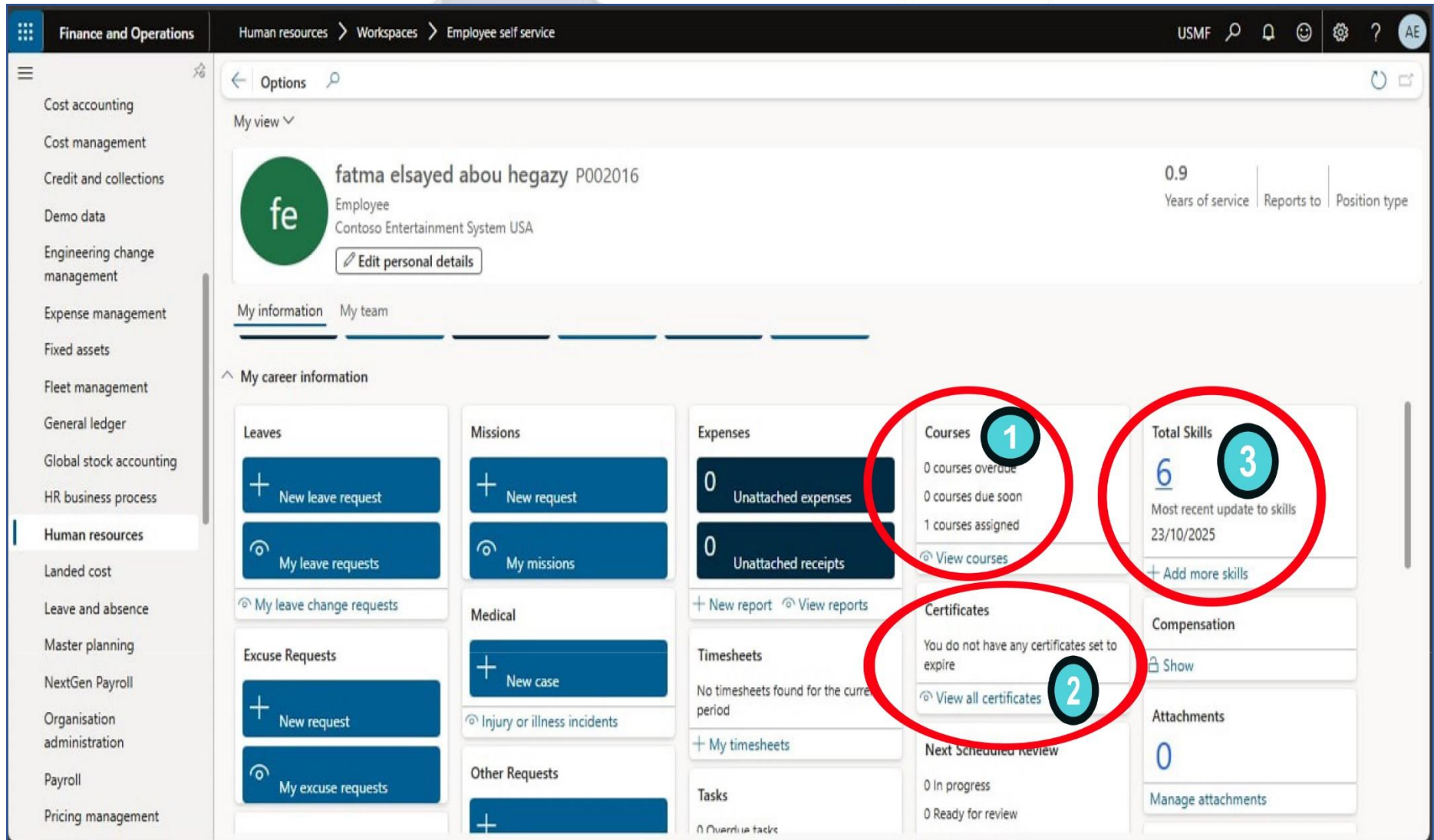
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The screenshot displays the SAP S/4HANA user interface, specifically the Human Resources (HR) navigation menu. The top navigation bar shows the path: Finance and Operations > Human resources > Courses > Courses. The left sidebar contains a list of HR-related functions, with 'Human resources' highlighted by a red arrow and a blue circle with the number 1. The main content area shows a tree view of HR functions, with 'Workspaces' highlighted by a red arrow and a blue circle with the number 2. Under 'Workspaces', 'Employee self service' is highlighted by a red arrow and a blue circle with the number 3. The right pane shows the 'Courses' sub-menu, which includes options like 'Training courses requisition', 'Training plans', 'Courses', 'Registration list report', 'Course confirmation report', 'Course participants', 'List of participants report', 'Waiting list report', 'Course statistics', 'Course questionnaire result report', and 'Setup'.



The screenshot displays the SAP Employee Self Service (ESS) interface for the user 'fatma elsayed abou hegazy' (P002016). The interface is divided into several sections:

- Header:** Shows the user's name, employee ID, and company (Contoso Entertainment System USA).
- My career information:** A central section with various tiles for managing different aspects of the employee's career.
- Left Navigation Menu:** Lists various HR and Finance functions.
- Right Sidebar:** Contains summary information like 'Total Skills' and 'Compensation'.

Three specific areas are highlighted with red circles and numbered:

- Courses:** Located in the 'My career information' section, showing 0 courses overdue, 0 courses due soon, and 1 course assigned. A red circle with the number '1' is around the 'Courses' tile.
- Certificates:** Located in the 'My career information' section, showing 'You do not have any certificates set to expire'. A red circle with the number '2' is around the 'Certificates' tile.
- Total Skills:** Located in the right sidebar, showing a total of 6 skills and the most recent update to skills on 23/10/2025. A red circle with the number '3' is around the 'Total Skills' tile.

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Finance and Operations Human resources > Workspaces > Employee self service USMF

Options

Standard view

Courses

Assigned Open Completed

+ New Edit Delete

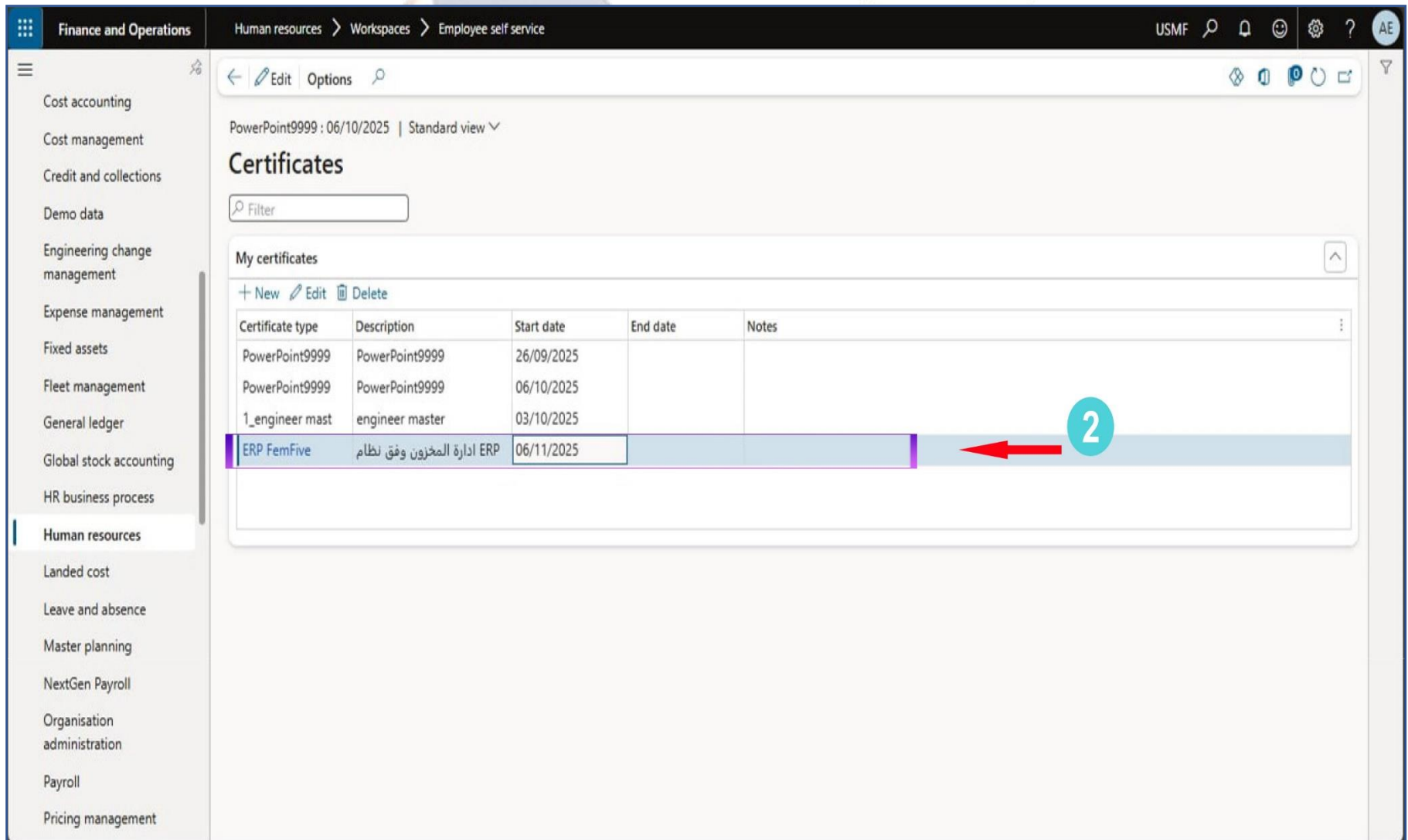
Course ID	Course title	Location	Start date	End date
00088	engineering courses hossam	alex hossam	01/09/2025	03/10/2025
00095	ERP Fem Five	بأكتوبر مقر شركة Fem Five	02/11/2025	06/11/2025
00076	PowerPoint9999	ROXI	21/09/2025	26/09/2025
00076	PowerPoint9999	ROXI	01/10/2025	06/10/2025

1

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The screenshot shows the SAP HR Certificates interface. The left sidebar lists various SAP modules, with 'Human resources' selected. The main area displays the 'Certificates' page for user 'PowerPoint9999' on '06/10/2025'. A table titled 'My certificates' lists the following data:

Certificate type	Description	Start date	End date	Notes
PowerPoint9999	PowerPoint9999	26/09/2025		
PowerPoint9999	PowerPoint9999	06/10/2025		
1_engineer mast	engineer master	03/10/2025		
ERP FemFive	إدارة المخزون وفق نظام ERP	06/11/2025		

A red arrow points to the 'ERP FemFive' row, which is highlighted. A blue circle with the number '2' is placed next to the arrow.

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Finance and Operations | Human resources > Workspaces > Employee self service | USMF | AE

Standard view

Skills

Filter

My skills

+ New Edit Delete

Skill	Level type	Level	Level date	Years of ex...	Examiner
Technical Skill	Actual	1 Beginner	06/10/2025		
1_critical think	Actual	2 جيد جدا	03/10/2025		
1_engineer	Actual	2 جيد جدا	03/10/2025		
مهارات تقنية	Actual	متوسط متوسط	06/11/2025		
مهارات تحليلية	Actual	متوسط متوسط	06/11/2025		
مهارة تحكم رقاب	Actual	متوسط متوسط	06/11/2025		

3