

Instructor/ MR . Mohamed Yasser Othman

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

Final Project :Training & Development

Final Project Training & Development

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

Instructor/ MR . Mohamed Yasser Othman**Prepared and delivered by/ Habeba- Shrin- Fatma - Rehab – Heba****Final Project :Training & Development****(Scope)**

1. Create training courses and schedule (انشاء الدورات التدريبية والجدول الزمنية)
2. Assign employees to courses (تسجيل الموظفين في الدورات التدريبية)
3. Track course completion and feedback (تتبع إتمام الدورات التدريبية والنتائج)
4. Generate training cost reports (اصدار تقارير تكلفه التدريب)

ص	الخطوات	م	ص	الخطوات	م
52	إعداد نوع الأسئلة	11	3	إعداد فئات الدورة التدريبية	1
55	إعداد مجموعات الاجابات	12	7	إعداد مجموعات الدورات التدريبية	2
59	إعداد الأسئلة	13	10	إعداد قوالب الدورات التدريبية	3
63	اعداد نوع الاستبيان	14	22	إعداد مواقع الدورة التدريبية	4
66	اضافه الاستبيان على البرنامج التدريبي	15	25	إعداد مجموعات الفصول الدراسية	5
84	ملئ الاستبيان	16	28	إعداد القاعات أو الفصول الدراسية	6
91	مراجعة إجابات الاستبيان	17	31	اعداد المدربين	7
96	إنهاء الاستبيان	18	34	بدء الدورات التدريبية	8
99	إغلاق الدورة ونقل الدورة والشهادات المصحوبة مع الدورة إلى ملف العامل للمشاركين الذين اتموا الدورة بنجاح	20	43	إدخال Agenda	9
101	تتبع حركة وصول الشهادات والمهارات والبرنامج التدريبي للموظف	21	47	إضافة المشاركون في الدورة	10

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Create training courses and schedule-1

(انشاء الدورات التدريبية والجدول الزمنية)

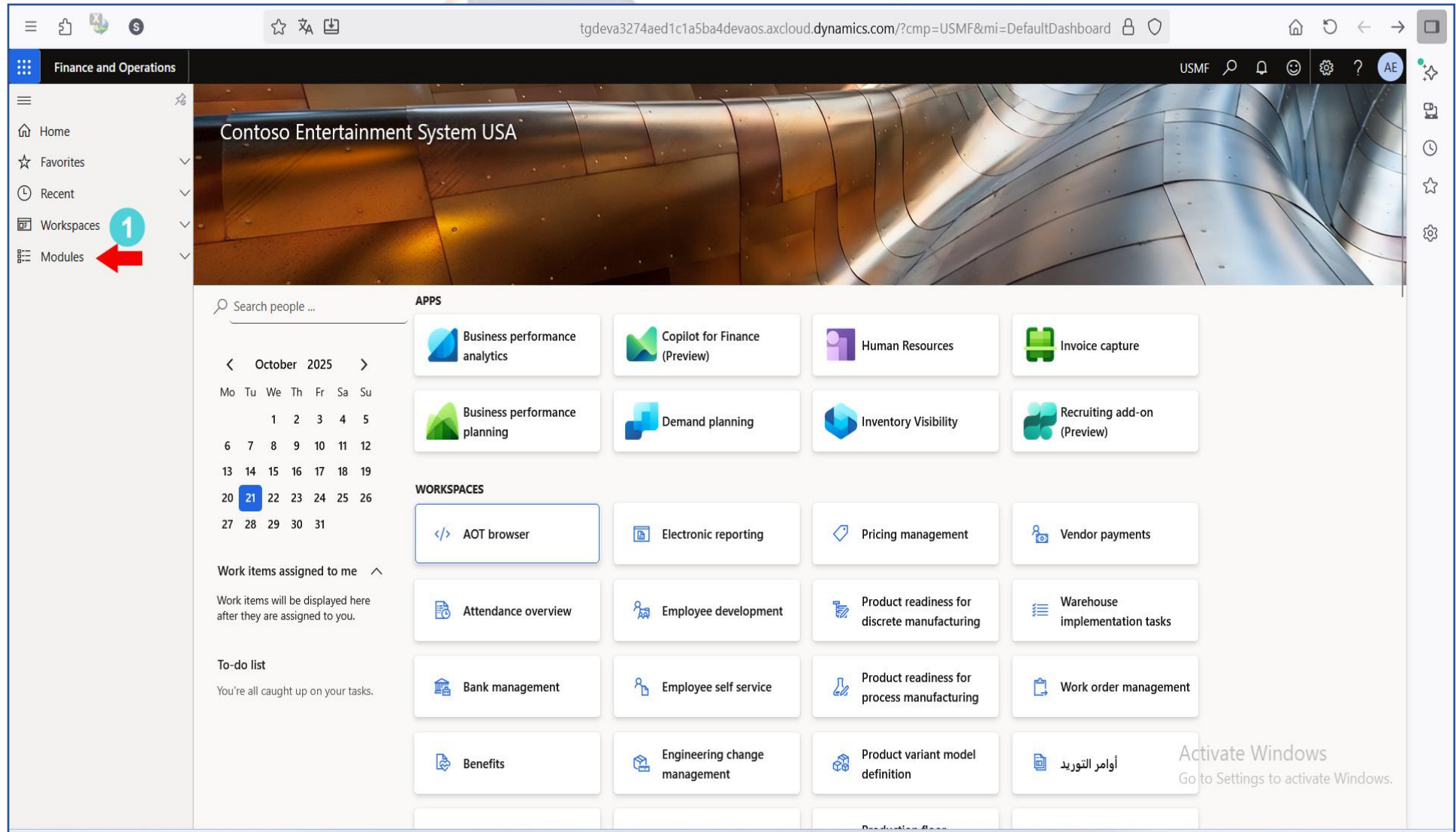
إعداد فئات الدورات التدريبية:

- لإنشاء فئة جديدة:

1 الدخول علي: الوحدات < الموارد البشرية < الدورات التدريبية < إعدادات < فئات البرنامج التدريبي

Modules > Human resources > Courses > Setup > Course categories

Description	Training	م
اختيار	New	1
كتابة الوصف (ERP FemFive) بنختار الكورس ادارى اوفنى	Course category	2
كتابه الوصف (ERP FemFive)	Name (الاسم)	3
اختيار	Save (حفظ)	4



Finance and Operations

USMF

Contoso Entertainment System USA

Search people ...

October 2025

Mo Tu We Th Fr Sa Su

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31

Work items assigned to me

Work items will be displayed here after they are assigned to you.

To-do list

You're all caught up on your tasks.

APPS

Business performance analytics

Copilot for Finance (Preview)

Human Resources

Invoice capture

Business performance planning

Demand planning

Inventory Visibility

Recruiting add-on (Preview)

WORKSPACES

AOT browser

Electronic reporting

Pricing management

Vendor payments

Attendance overview

Employee development

Product readiness for discrete manufacturing

Warehouse implementation tasks

Bank management

Employee self service

Product readiness for process manufacturing

Work order management

Benefits

Engineering change management

Product variant model definition

أوامر التوريد

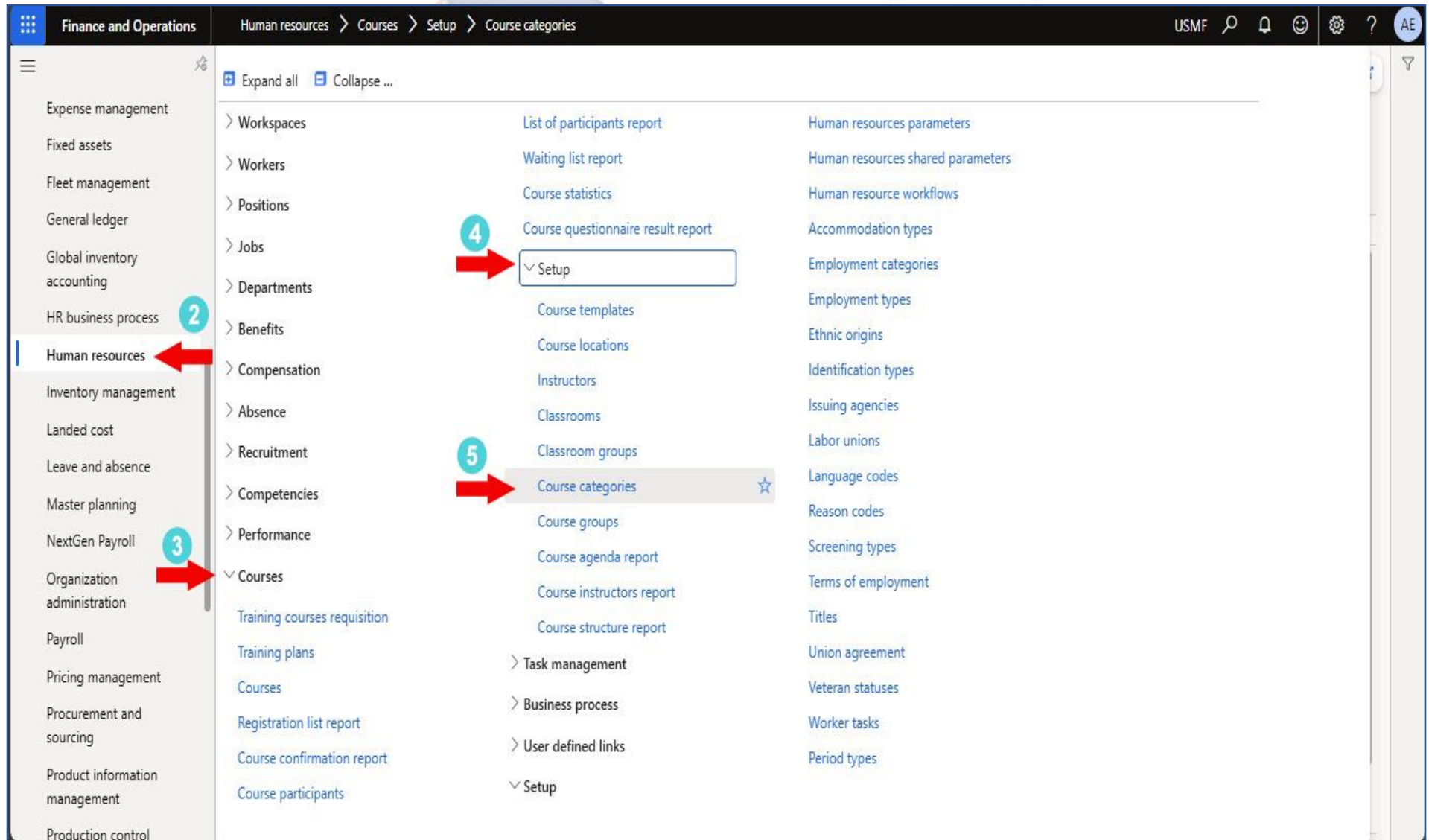
Activate Windows

Go to Settings to activate Windows.

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The screenshot displays the SAP S/4HANA HCM application interface. The top navigation bar shows the path: **Human resources > Courses > Setup > Course categories**. The left sidebar contains a list of modules, with **Human resources** highlighted. The main content area shows a list of options under the **Setup** menu, with **Course categories** selected. Red arrows and numbers 2, 3, 4, and 5 indicate the navigation steps: 2 points to **Human resources**, 3 points to **Organization administration**, 4 points to **Setup**, and 5 points to **Course categories**.

Finance and Operations

Human resources > Courses > Setup > Course categories

USMF ? AE

Expand all Collapse ...

Workspaces

Workers

Positions

Jobs

Departments

Benefits

Compensation

Absence

Recruitment

Competencies

Performance

Courses

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

Setup

Course templates

Course locations

Instructors

Classrooms

Classroom groups

Course categories

Course groups

Course agenda report

Course instructors report

Course structure report

Task management

Business process

User defined links

Setup

Human resources parameters

Human resources shared parameters

Human resource workflows

Accommodation types

Employment categories

Employment types

Ethnic origins

Identification types

Issuing agencies

Labor unions

Language codes

Reason codes

Screening types

Terms of employment

Titles

Union agreement

Veteran statuses

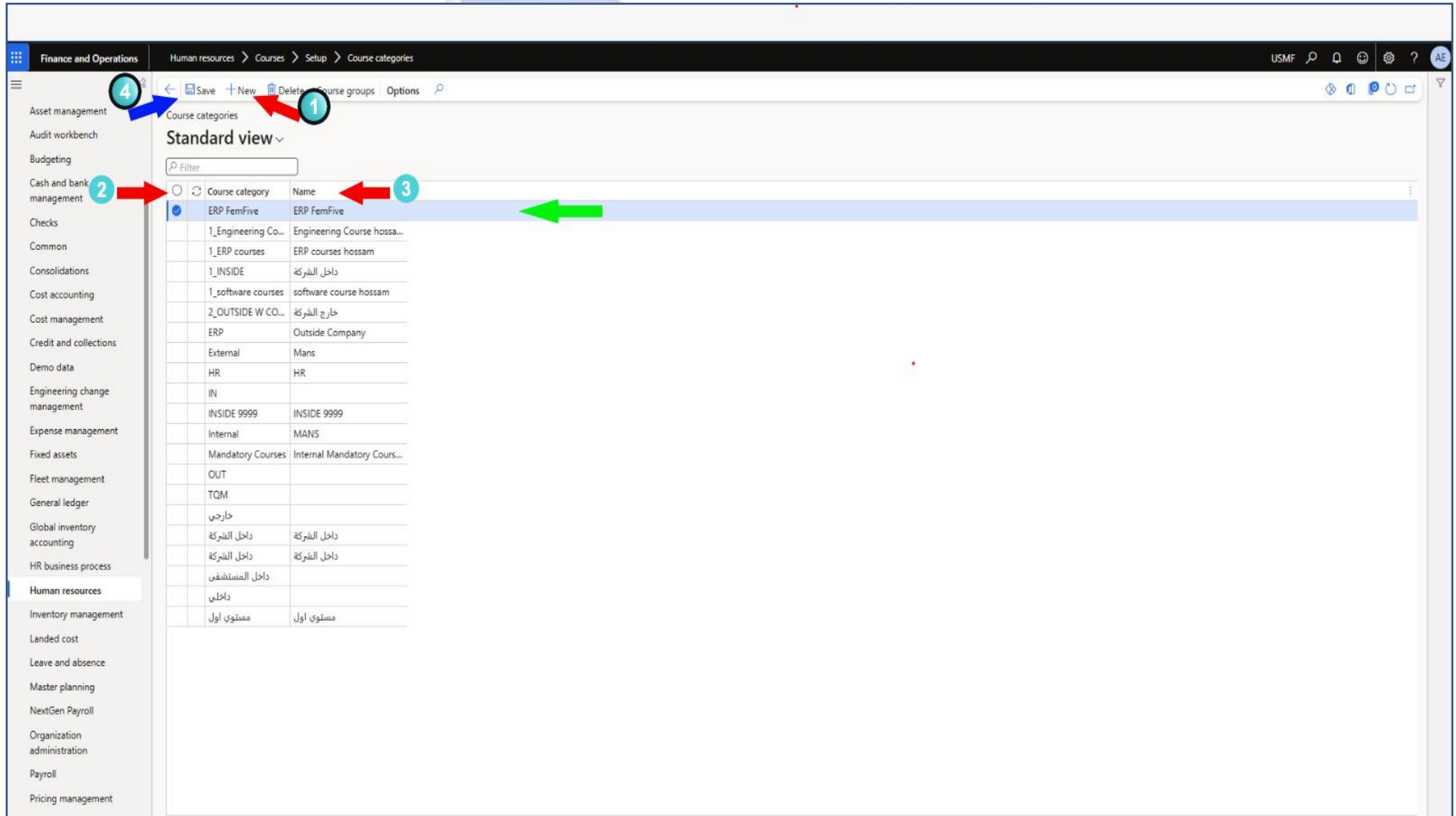
Worker tasks

Period types

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The screenshot shows the SAP S/4HANA 'Course categories' setup screen. The left sidebar lists various business processes, with 'Human resources' selected. The main area displays a table of course categories. Numbered callouts indicate key actions: 1 points to the 'Delete' button, 2 points to the 'Course category' column, 3 points to the 'Name' column, and 4 points to the 'Save' button. A green arrow points to the 'ERP FemFive' entry in the table.

Course category	Name
ERP FemFive	ERP FemFive
1_Engineering Co...	Engineering Course hossam
1_ERP courses	ERP courses hossam
1_INSIDE	داخل الشركة
1_software courses	software course hossam
2_OUTSIDE W CO...	خارج الشركة
ERP	Outside Company
External	Mans
HR	HR
IN	
INSIDE 9999	INSIDE 9999
Internal	MANS
Mandatory Courses	Internal Mandatory Cours...
OUT	
TQM	
خارجي	
داخل الشركة	داخل الشركة
داخل الشركة	داخل الشركة
داخل المستشفى	
داخلي	
مستوي اول	مستوي اول

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إعداد مجموعات الدورات التدريبية

- لإنشاء مجموعات الدورات التدريبية جديدة:

2-الدخول علي: الموارد البشرية > الدورات التدريبية > إعدادات > مجموعات الدورات التدريبية

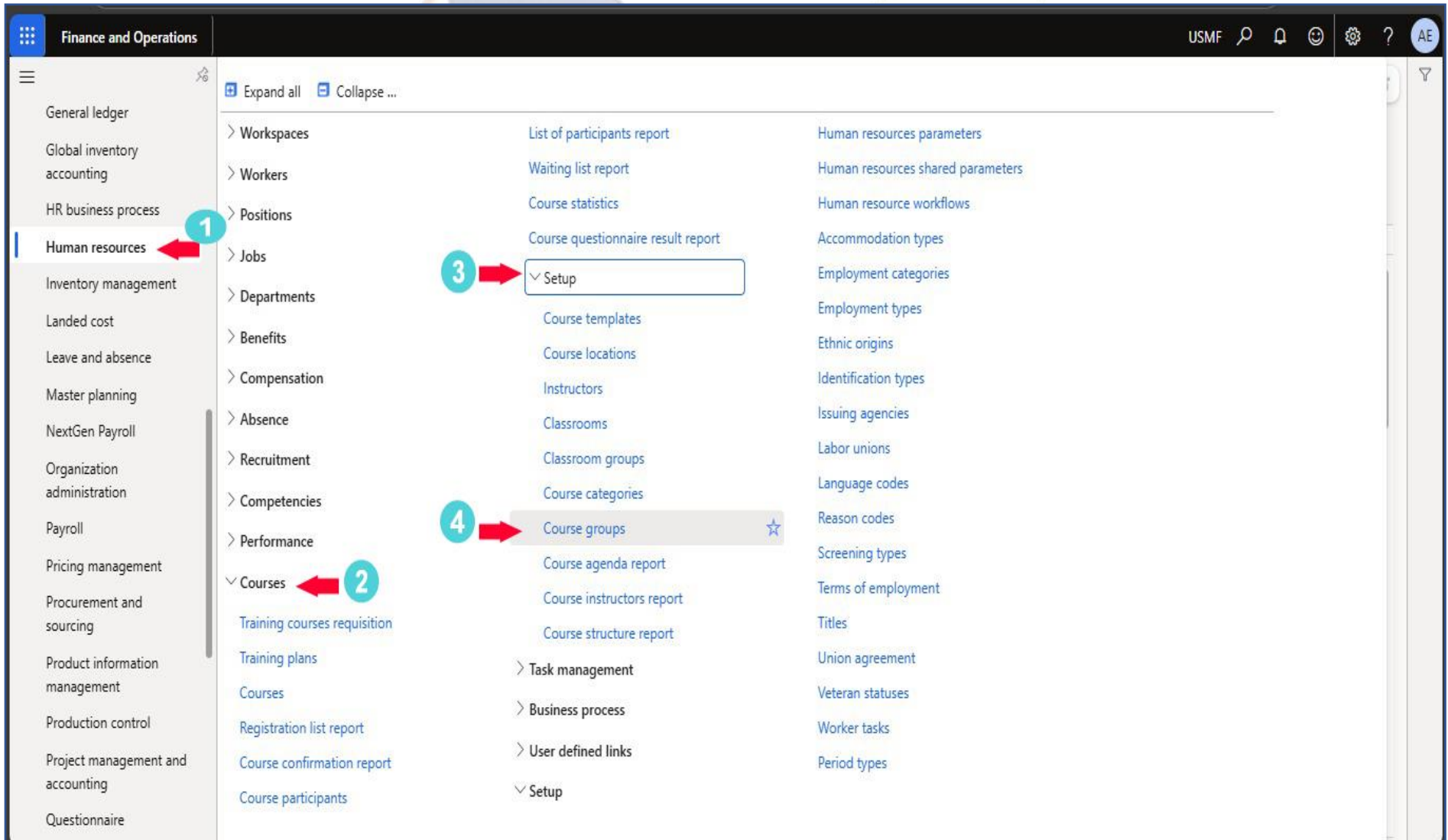
Modules > Human resources > Courses > Setup > Course groups

Description	Training	م
اختيار	New (جديد)	1
كتابة الوصف (اداره المخزن وفق نظام ERP)	Group	2
كتابه الوصف (اداره المخزن وفق نظام ERP)	Description	3
اختيار الفئة المنشأة سابقا (ERP FemFive)	Course Category	4
اختيار	Save (حفظ)	5

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The screenshot displays the SAP Finance and Operations interface. The left-hand navigation pane shows the 'Human resources' menu item highlighted with a red arrow and a blue circle containing the number 1. Below it, the 'Courses' menu item is also highlighted with a red arrow and a blue circle containing the number 2. In the main content area, the 'Setup' menu item is highlighted with a red arrow and a blue circle containing the number 3. Below 'Setup', the 'Course groups' menu item is highlighted with a red arrow and a blue circle containing the number 4. The right-hand pane shows a list of various HR and training-related parameters and reports.

Finance and Operations

USMF

Expand all Collapse ...

General ledger

Global inventory accounting

HR business process

Human resources

Inventory management

Landed cost

Leave and absence

Master planning

NextGen Payroll

Organization administration

Payroll

Pricing management

Procurement and sourcing

Product information management

Production control

Project management and accounting

Questionnaire

> Workspaces

> Workers

> Positions

> Jobs

> Departments

> Benefits

> Compensation

> Absence

> Recruitment

> Competencies

> Performance

> Courses

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

Setup

Course templates

Course locations

Instructors

Classrooms

Classroom groups

Course categories

Course groups

Course agenda report

Course instructors report

Course structure report

Task management

Business process

User defined links

Setup

Human resources parameters

Human resources shared parameters

Human resource workflows

Accommodation types

Employment categories

Employment types

Ethnic origins

Identification types

Issuing agencies

Labor unions

Language codes

Reason codes

Screening types

Terms of employment

Titles

Union agreement

Veteran statuses

Worker tasks

Period types

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Finance and Operations | Human resources > Courses > Setup > Course groups

USMF | Search | Notifications | Settings | Help | AE

Course groups

Standard view

Filter

Group	Description	Course category
Leaders		planning team
LSRs	Mans	External
Microsoft 365 9999	Microsoft 365 9999	INSIDE 9999
Microsoft Office	Microsoft Office	Internal
microsoft office heba		External
Power BI	Power BI Reports	1_INSIDE
process safety	process safety	داخل الشركة
process safety1	process safety1	خارجي
Sales	Sales improvement	فنية
soft skills	soft skills	planning team
talented	تدريب	1_INSIDE
technical course	technical course	تخصصية
TQM	TQM	TQM
users	users	مستوي اول
Wo Safety Engineers	Wo Safety Engineers	فنية
اداره المخزن وفق نظام ERP	اداره المخزن وفق نظام ERP	ERP FemFive
الحسابات	الحسابات	داخل الشركة
مهارات البيع	المبيعات	داخلي
هيما ميكروسوفت	هيما ميكروسوفت	1_INSIDE

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إعداد قوالب الدورات التدريبية

- لإنشاء قوالب الدورات التدريبية جديدة:

3. الدخول علي: الموارد البشرية > الدورات التدريبية > إعدادات > قوالب الدورات التدريبية

Modules > Human resources > Courses > Setup > Course template

Description	Training	م
اختيار	New (جديد)	1
كتابة الوصف (اداره المخزن وفق نظام ERP)	Template	2
كتابه الوصف (ERP FemFive)	Description	3
<ul style="list-style-type: none"> Group (اختيار المجموعة المنشأة سابقا) (اداره المخزون وفق نظام ERP) Minimum (ادخال اقل عدد سيحضر الدورة التدريبية) Number of days (عدد أيام الدورة التدريبية) Allow self-registration السماح للموظف بالتسجيل الذاتي (yes) 	Details الوصف العام	4
<ul style="list-style-type: none"> Add line لكل اضافته لموضوع Remove لحذف الموضوع Topic اضافة الموضوعات 	Course Topics الوصف العام	5

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Description		Training	م
<ul style="list-style-type: none"> اختيار Add Skill Skill لاختيار المهارة Level لاختيار المستوي 		المهارات Skills	6
<ul style="list-style-type: none"> (ب) Skills Human resources Competencies Setup Skill types New Skill type لكتابة نوع المهارة Description لكتابة وصف المهارة Save Human resources Competencies Setup Skills New Skill لكتابة الوصف Description لكتابة الوصف Rating اختيار التقييم المنشأ مسبقا Skill type اختيار نوع المهارة المنشأ مسبقا Notes ملحوظات Save حفظ 	<ul style="list-style-type: none"> (أ) Level Human resources Competencies Setup Rating models Rating اسم نسبة التقييم Description الوصف Default for gov performance عند اختيار التقييم كتقييم أساسي Level الوصف العام New Level المستوي Description الوصف Factor ترتيب العنصر Percent From بداية نسبة المستوي Percent To نهاية نسبة المستوي Notes الملحوظات Save 		
<ul style="list-style-type: none"> Add education الدرجة التعليميه الى الموظف هيأخذها فيما بعد اذا كان الكورس شهادته تعليميه تكميليه Education اختيار التعليم المنشأ مسبقا 		Education Discipline	7

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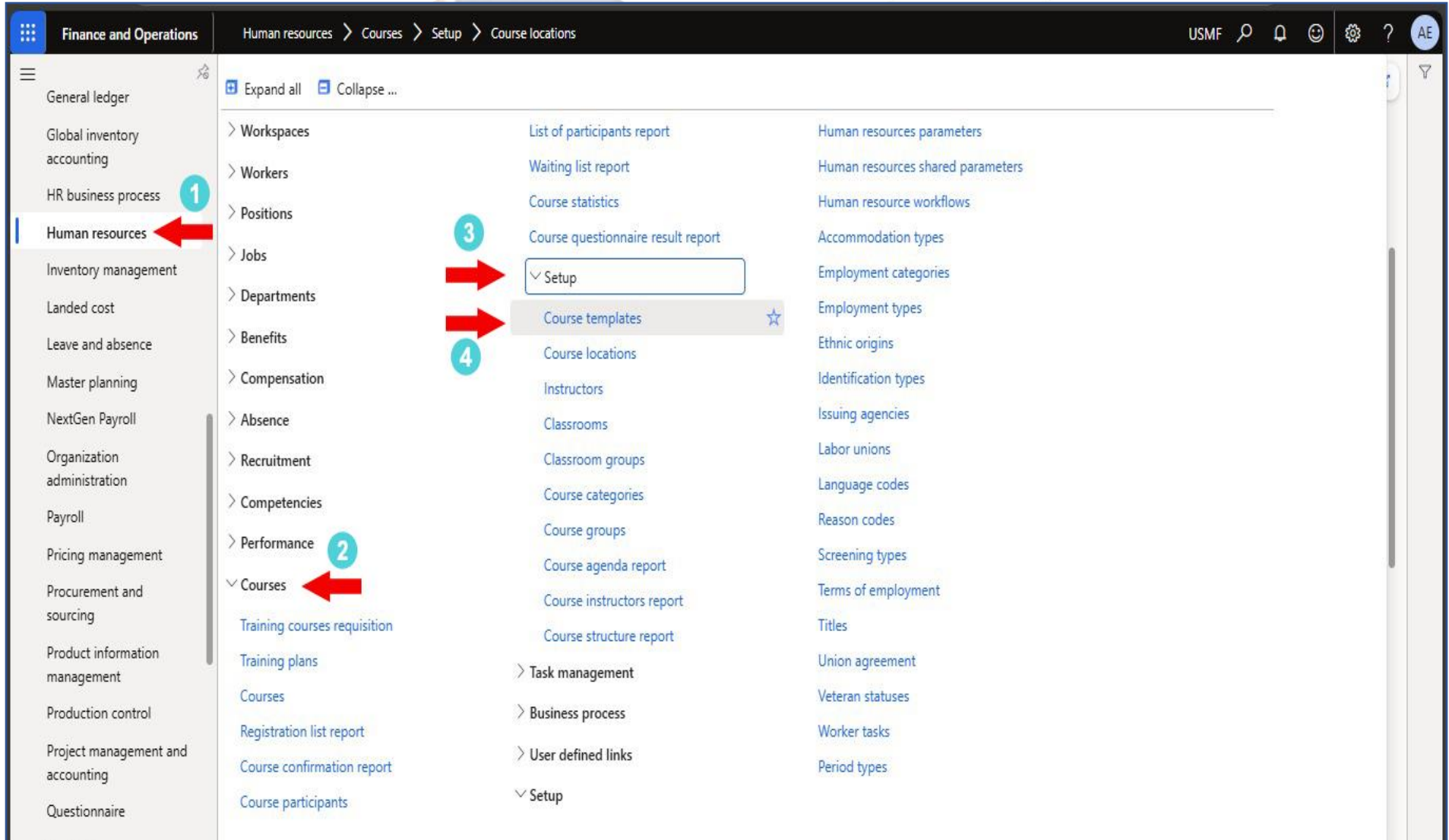
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Description	Training	م
<ul style="list-style-type: none"> Add Certificate Certificate إضافة الشهادة المنشأة مسبقا 	Certificates	8
<ul style="list-style-type: none"> <u>(1) Certificate</u> Human resources Competencies Setup Certificate types New Certificate type نوع الشهادة Description الوصف Require renewal اذ تتطلب الشهادة تجديد ام لا Save 		
كتابة وصف البرنامج التدريبي	Course description	9
كتابة وصف المشاركين المستهدفين في البرنامج التدريبي	Target audiences	10
كتابة اهداف البرنامج التدريبي	Course objective	11
كتابة موضوعات البرنامج التدريبي	Course subjects	12
كتابه الأبعاد المادية للبرنامج التدريبي <ul style="list-style-type: none"> Legal entities • لا اختيار الكيان المسنول عن تنفيذ البرنامج التدريبي CostCenter • لا اختيار الفرع المسنول عن تنفيذ البرنامج التدريبي Department • لا اختيار الادارة المسنولة عن تنفيذ البرنامج التدريبي اختيار 	Financial Dimensions	13
	Save	14

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The screenshot displays the SAP Finance and Operations interface. The breadcrumb navigation at the top reads: Finance and Operations > Human resources > Courses > Setup > Course locations. The left-hand navigation pane lists various modules, with 'Human resources' highlighted by a red arrow and a blue circle labeled '1'. Below it, 'Courses' is also highlighted with a red arrow and a blue circle labeled '2'. The main content area shows a list of options under the 'Courses' menu. A red arrow points to the 'Setup' option, which is highlighted with a blue circle labeled '3'. Another red arrow points to the 'Course templates' option, which is highlighted with a blue circle labeled '4'. The right-hand pane displays a list of related parameters and reports, including 'Human resources parameters', 'Human resources shared parameters', 'Human resource workflows', 'Accommodation types', 'Employment categories', 'Employment types', 'Ethnic origins', 'Identification types', 'Issuing agencies', 'Labor unions', 'Language codes', 'Reason codes', 'Screening types', 'Terms of employment', 'Titles', 'Union agreement', 'Veteran statuses', 'Worker tasks', and 'Period types'.

Finance and Operations | Human resources > Courses > Setup > Course templates

USMF | Search | Notifications | Settings | Help | AE

Save + New Delete Options

Standard view

Course templates

Template: ERP ادارة المخزون وفق نظام (1) Description: ERP Fem Five (3)

Details

Group: ERP ادارة المخزون وفق نظام (4) Minimum: 5 (5) Number of days: 5 (5) Allow self registration: Yes (4)

Course topics

+ Add line Remove (5)

Topic
...يات وهيكلة بيانات المخزون
...لتحليلات، والمشروع الختامي
... المخزنية الأساسية والتكامل
...يط المخزون والتحكم المتقدم
تقييم المخزون والرقابة الدورية

Skills

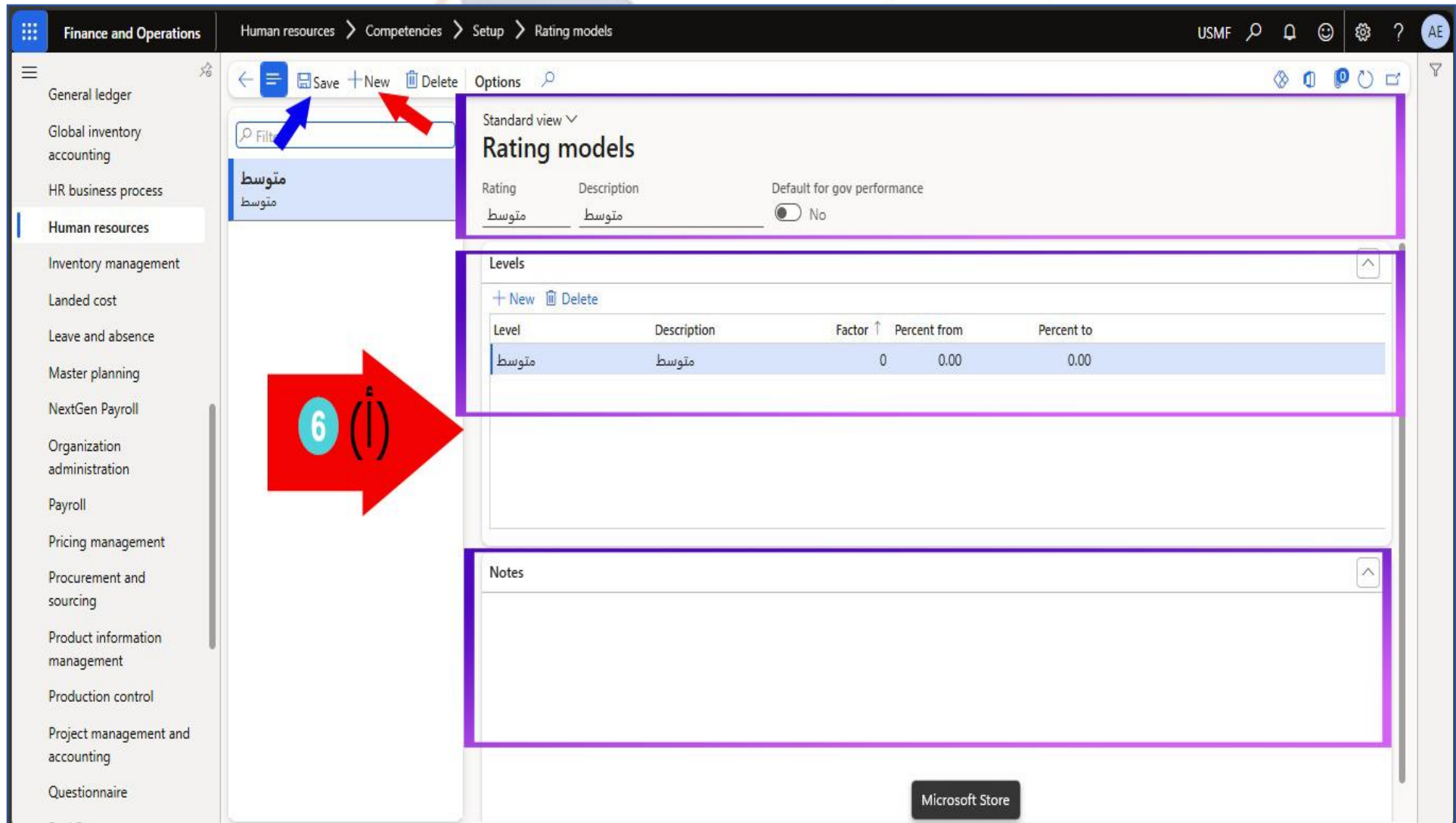
+ Add skill Remove (6)

Skill	Level
مهارات تقنية	متوسط متوسط
مهارات تحليلية	متوسط متوسط

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The screenshot shows the SAP HR Rating Models setup screen. The breadcrumb navigation is: Human resources > Competencies > Setup > Rating models. The left sidebar shows the 'Human resources' menu. The main area is titled 'Rating models' and includes a 'Standard view' dropdown. Below this, there are fields for 'Rating' (متوسط) and 'Description' (متوسط), and a 'Default for gov performance' toggle set to 'No'. A table titled 'Levels' contains one entry: 'Level' (متوسط), 'Description' (متوسط), 'Factor' (0), 'Percent from' (0.00), and 'Percent to' (0.00). A red arrow with the number '6' and a circled '1' points to the 'New' button in the 'Levels' table. The bottom right corner has a 'Microsoft Store' button.

Finance and Operations

Human resources > Competencies > Setup > Rating models

USMF

Save + New Delete

Options

Standard view

Rating models

Rating Description Default for gov performance

متوسط متوسط No

Levels

+ New Delete

Level	Description	Factor	Percent from	Percent to
متوسط	متوسط	0	0.00	0.00

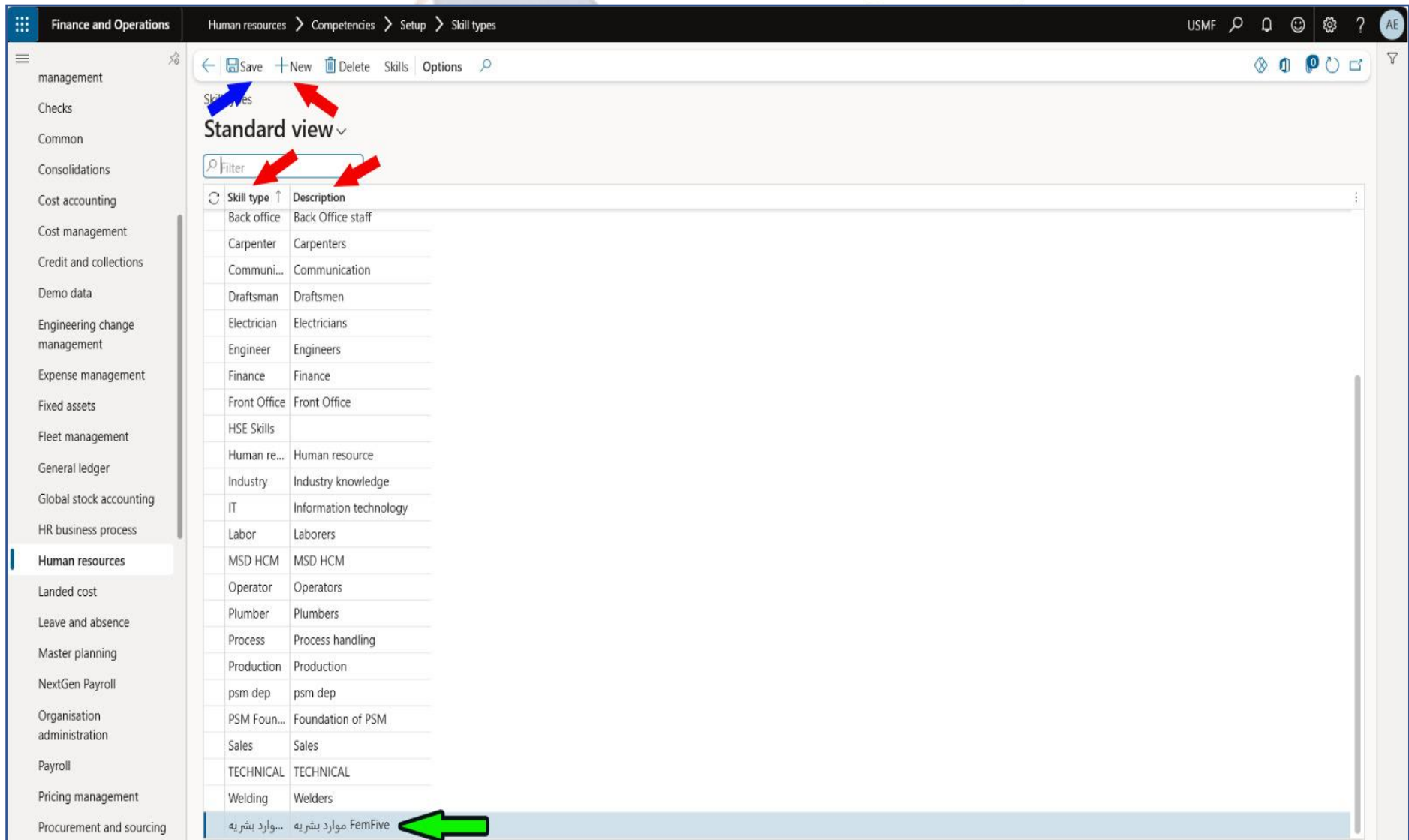
Notes

Microsoft Store

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The screenshot shows the SAP HR Skill Types configuration screen. The left sidebar lists various management functions, with 'Human resources' selected. The main area displays a table of skill types. Annotations include:

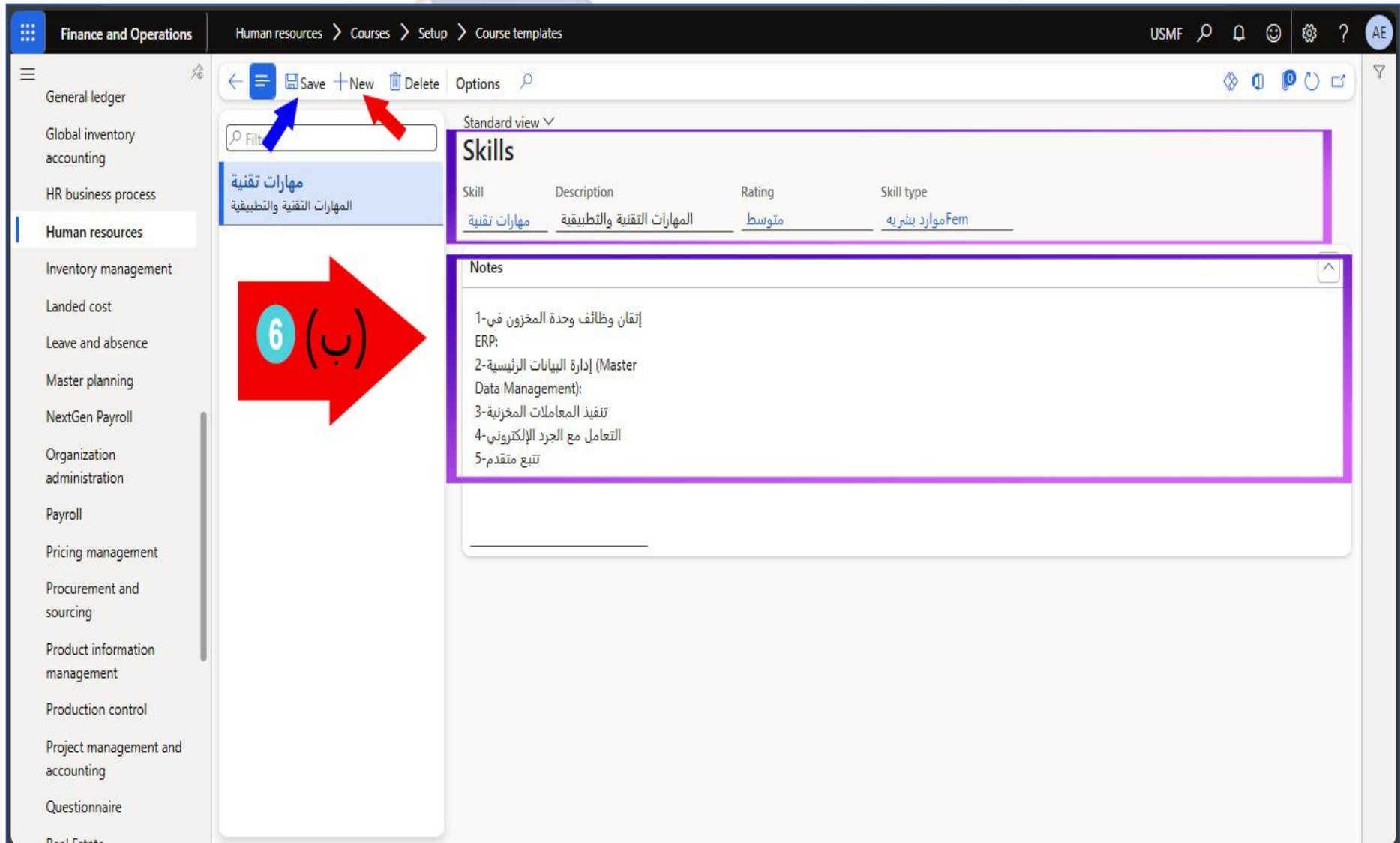
- A blue arrow pointing to the 'Save' button in the top toolbar.
- A red arrow pointing to the 'New' button in the top toolbar.
- A red arrow pointing to the 'Filter' input field.
- A green arrow pointing to the 'موارد بشرية' (Human Resources) entry in the table.

Skill type	Description
Back office	Back Office staff
Carpenter	Carpenters
Communi...	Communication
Draftsman	Draftsmen
Electrician	Electricians
Engineer	Engineers
Finance	Finance
Front Office	Front Office
HSE Skills	
Human re...	Human resource
Industry	Industry knowledge
IT	Information technology
Labor	Laborers
MSD HCM	MSD HCM
Operator	Operators
Plumber	Plumbers
Process	Process handling
Production	Production
psm dep	psm dep
PSM Foun...	Foundation of PSM
Sales	Sales
TECHNICAL	TECHNICAL
Welding	Welders
موارد بشرية	FemFive

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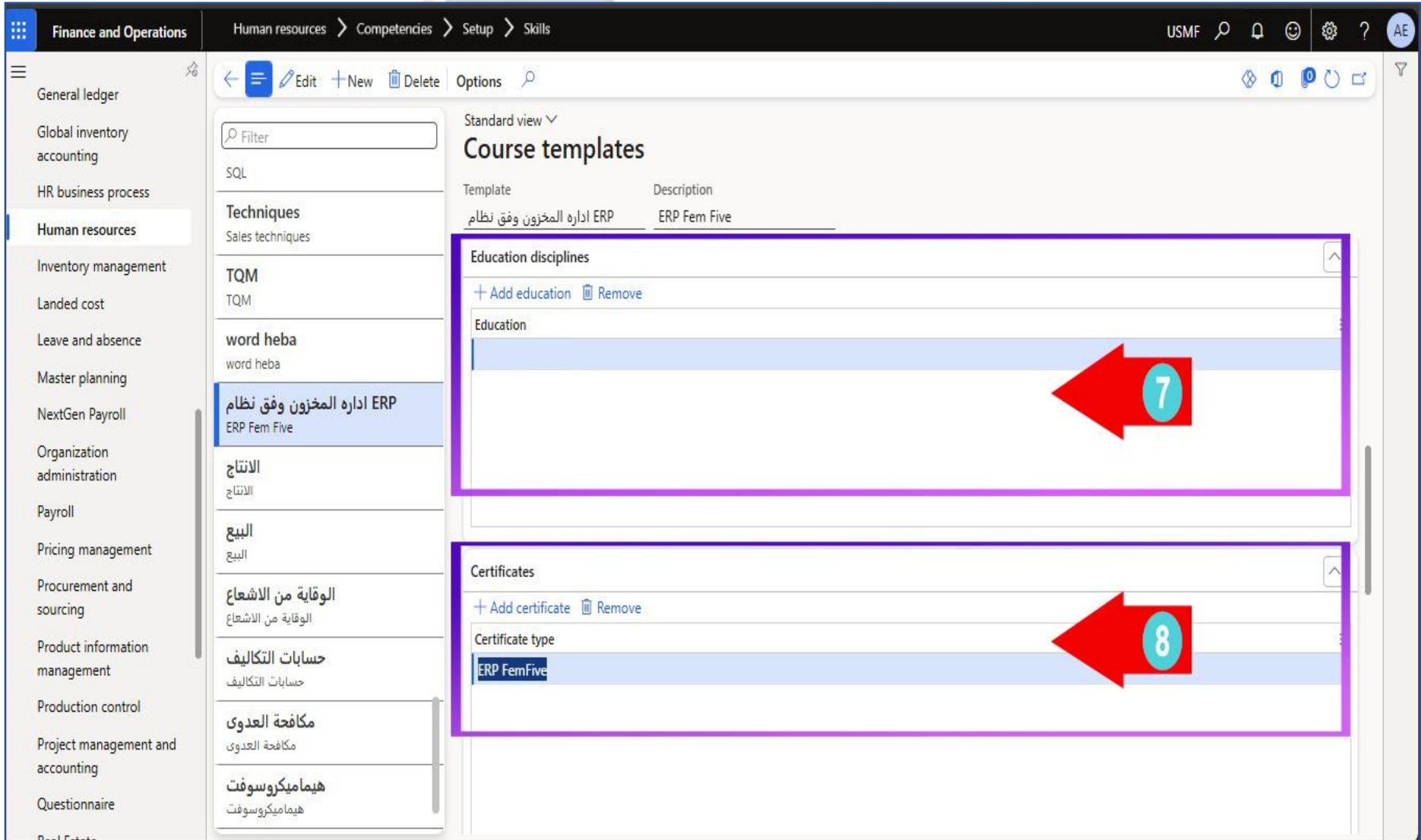


The screenshot shows the SAP HR Skills Management interface. The left sidebar lists various HR functions, with 'Human resources' selected. The main area displays a table of skills. A red arrow labeled '6 (ب)' points to the 'New' button in the top toolbar. The table has columns for Skill, Description, Rating, and Skill type. The first row shows 'مهارات تقنية' (Technical Skills) with a rating of 'متوسط' (Average) and skill type 'موارد بشرية' (Human Resources). Below the table is a 'Notes' section with a list of tasks.

Skill	Description	Rating	Skill type
مهارات تقنية	المهارات التقنية والتطبيقية	متوسط	موارد بشرية

Notes:

- 1- إتقان وظائف وحدة المخزون في-ERP;
- 2- إدارة البيانات الرئيسية (Master Data Management);
- 3- تنفيذ المعاملات المخزنية-
- 4- التعامل مع الجرد الإلكتروني-
- 5- تتبع متقدم-

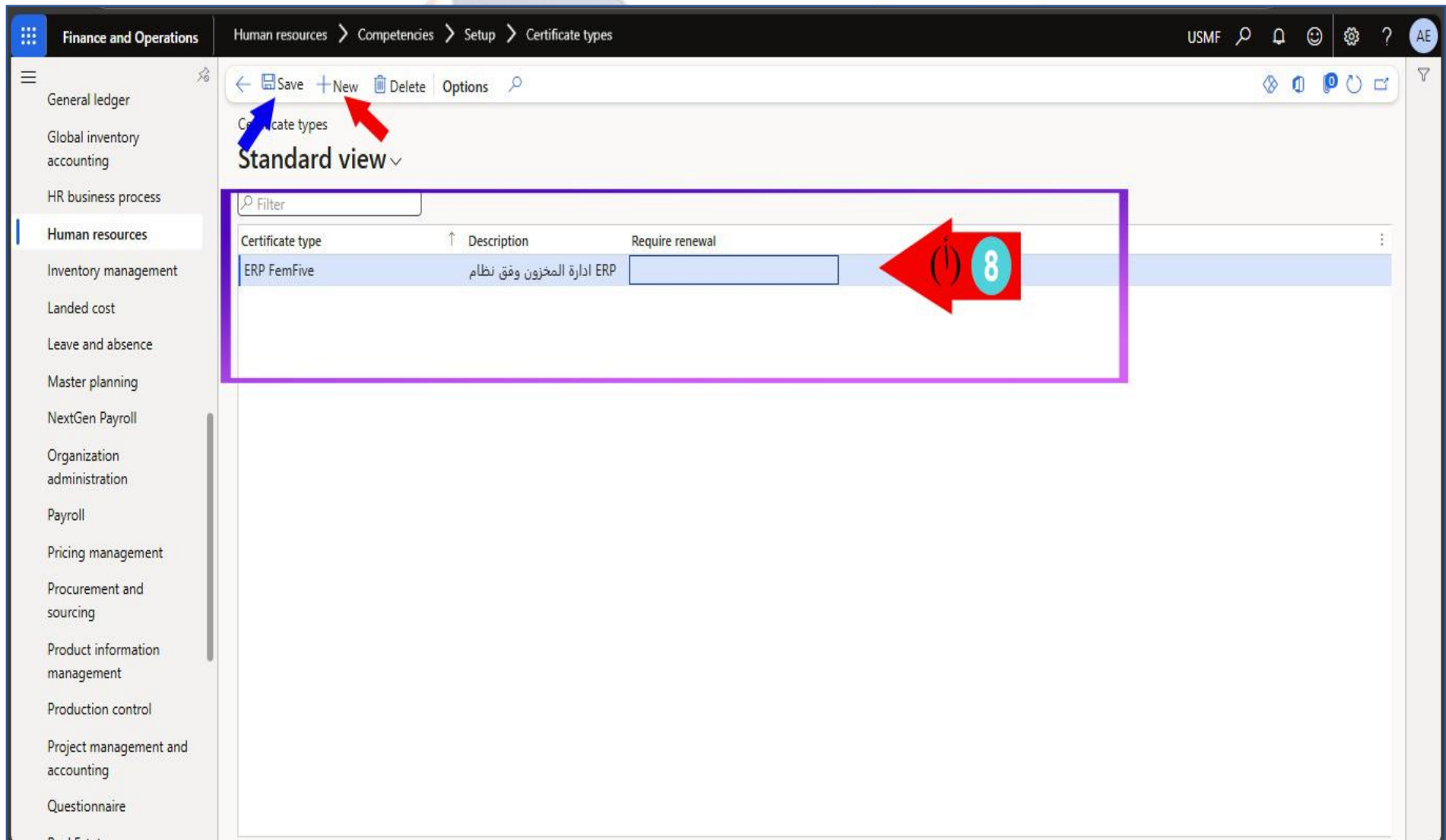


The screenshot shows the SAP S/4HANA interface for configuring course templates. The left sidebar lists various business processes, with 'Human resources' selected. The main area is titled 'Course templates' and shows a table with columns 'Template' and 'Description'. The table contains one entry: 'اداره المخزون وفق نظام' (Inventory management according to system) with description 'ERP Fem Five'. Below the table, there are two sections: 'Education disciplines' and 'Certificates'. The 'Education disciplines' section has a table with one entry: 'اداره المخزون وفق نظام' (Inventory management according to system) with description 'ERP Fem Five'. The 'Certificates' section has a table with one entry: 'اداره المخزون وفق نظام' (Inventory management according to system) with description 'ERP Fem Five'. Red arrows with numbers 7 and 8 point to the 'اداره المخزون وفق نظام' (Inventory management according to system) entry in the 'Education disciplines' and 'Certificates' tables, respectively.

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Finance and Operations

Human resources > Competencies > Setup > Certificate types

USMF

Save New Delete Options

Certificate types

Standard view

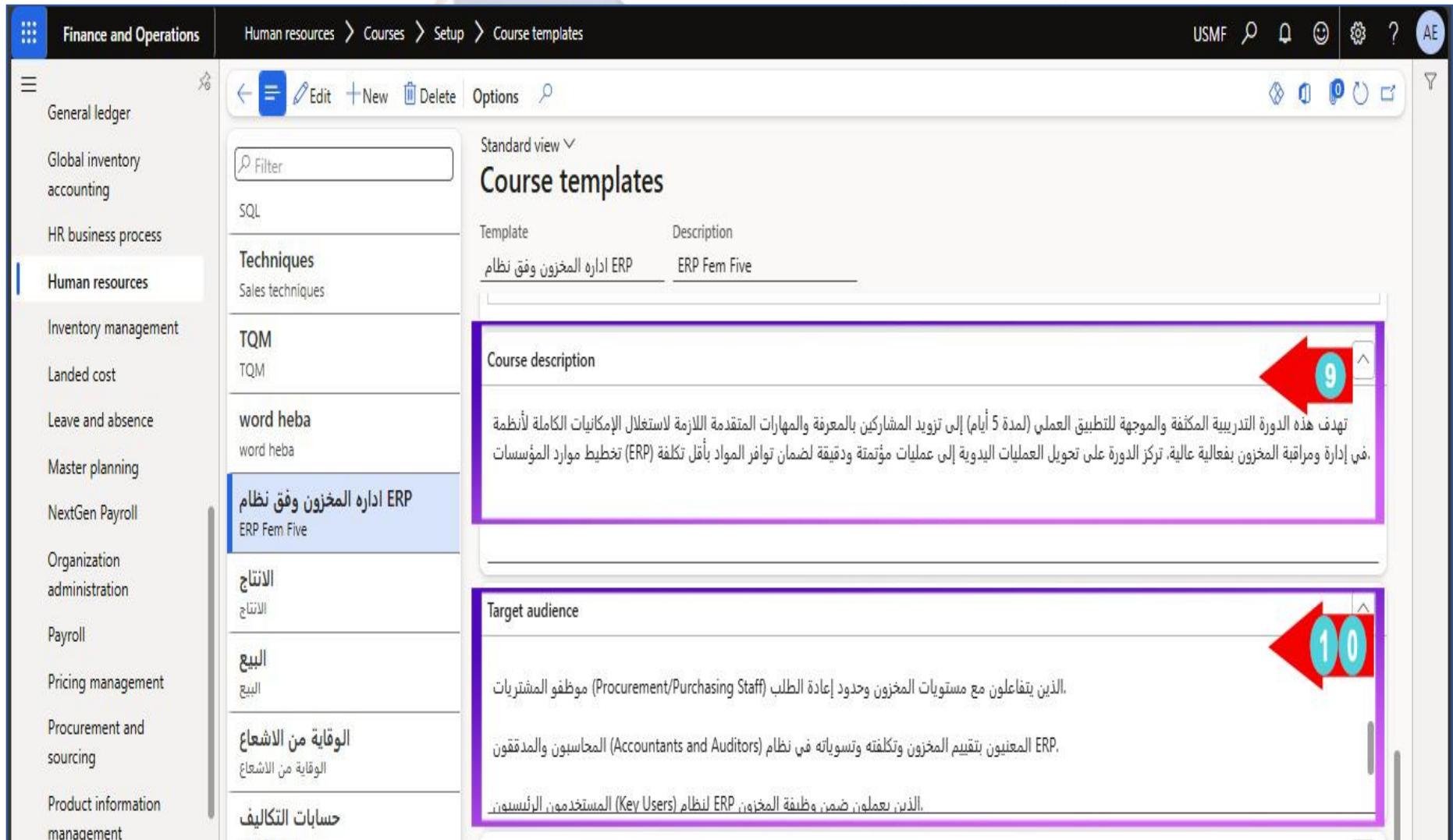
Filter

Certificate type	Description	Require renewal
ERP FemFive	ادارة المخزون وفق نظام ERP	

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The screenshot shows the SAP S/4HANA Course Templates interface. The left sidebar contains a navigation menu with categories like Finance and Operations, Human resources, and Inventory management. The main area displays the 'Course templates' list with columns for Template and Description. The 'Course description' and 'Target audience' sections are highlighted with red boxes and numbered 9 and 10 respectively.

Template	Description
اداره المخزون وفق نظام	ERP Fem Five

Course description

تهدف هذه الدورة التدريبية المكثفة والموجهة للتطبيق العملي (لمدة 5 أيام) إلى تزويد المشاركين بالمعرفة والمهارات المتقدمة اللازمة لاستغلال الإمكانيات الكاملة لأنظمة ERP في إدارة ومراقبة المخزون بفعالية عالية، تركز الدورة على تحويل العمليات اليدوية إلى عمليات مؤتمتة ودقيقة لضمان توافر المواد بأقل تكلفة (ERP) تخطيط موارد المؤسسات.

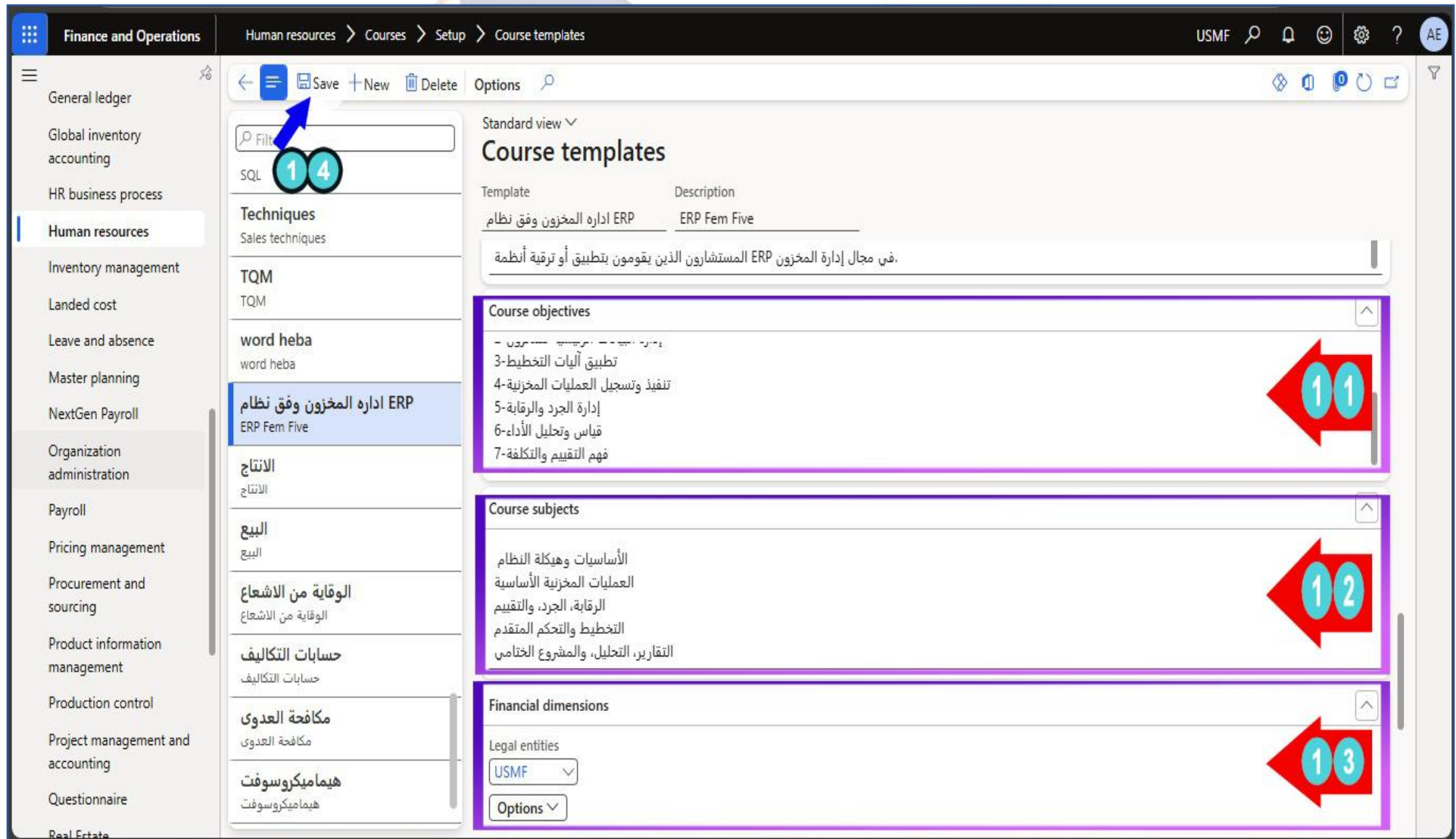
Target audience

الذين يتفاعلون مع مستويات المخزون وحدود إعادة الطلب (Procurement/Purchasing Staff) موظفو المشتريات ERP. المعنيون بتقييم المخزون وتكلفته وتسوياته في نظام (Accountants and Auditors) المحاسبون والمدققون الذين يعملون ضمن وظيفة المخزون ERP لنظام (Key Users) المستخدمين الرئيسيين.

Instructor/ MR . Mohamed Yasser Othman

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

Final Project :Training & Development



The screenshot shows the SAP S/4HANA 'Course templates' setup screen. The left sidebar lists various business processes, with 'Human resources' selected. The main area displays the 'Course templates' configuration for 'ERP Fem Five'. Annotations include:

- Annotation 1 (Blue circle):** Points to the 'Save' button in the top toolbar.
- Annotation 4 (Blue circle):** Points to the 'Filter' button in the top toolbar.
- Annotation 1 (Red circle):** Points to the 'Course objectives' section.
- Annotation 1 (Red circle):** Points to the 'Course subjects' section.
- Annotation 2 (Red circle):** Points to the 'Course subjects' section.
- Annotation 3 (Red circle):** Points to the 'Financial dimensions' section.

The 'Course objectives' section lists seven objectives in Arabic. The 'Course subjects' section lists five subjects in Arabic. The 'Financial dimensions' section shows 'Legal entities' set to 'USMF'.