

# NPC Training Module

Training Programme Lifecycle & Revenue Tracking in PMS Portal

Programme Announcement | Participant Applications | Training Delivery | Revenue Recognition | Closure

National Productivity Council | Phase-1 Integration

# Training Activities in PMS Portal

## Training = Special Case of Revenue Activity:

- Public/Open programmes with external participants (unlike consulting which is client-specific)
- Revenue from training fees collected per participant
- Structured 5-stage lifecycle (Programme Announcement → Participant Application → Training Conducted → Revenue Received → Closure)

## Integration with Main PMS Portal:

- Training Programme registered as special "Work Order" with participant count & fee per participant
- Revenue recognized based on actual participants vs budgeted; officer revenue share calculated at training completion
- All audit trail, grievance, 80-20 revenue model applies same as consulting assignments

# Training 5-Stage Lifecycle

## Stage 1: Programme Announcement

Programme details published (topic, dates, location, budgeted fee, budgeted participants)

## Stage 2: Participant Application Receipt

Applications received, registrations processed, final participant count confirmed

## Stage 3: Training Conducted

Training delivered, attendance tracked, performance evaluation completed

## Stage 4: Revenue Received

Training fees collected from participants; invoiced to organization/department

## Stage 5: Closed

Certificates issued, final revenue settled, programme completion records finalized

# Stage 1: Programme Announcement Registration

## TL/Admin Registers Programme:

- System generates unique **Training Programme Number**
- **Key Data:** Title, topic/domain, training dates, location (in-person/online), trainer(s) allocated with %
- Budgeted: participant count (e.g., 50), fee per participant (e.g., ₹5,000), total budgeted revenue (₹2.5 lakhs)
- **Milestone:** Target = Close date for participant applications

## Officer Role (Trainer): View & Accept

- Trainer views programme details, trainer allocation %, acceptance date
- **No Revenue Yet:** MIS tracks: No. of Programmes assigned to trainer

# Stage 2: Participant Application Receipt & Registration

## TL/Admin Processes Applications:

- Applications received (web form or email), documented in portal
- System records: **Actual Participant Count** (e.g., 45 vs 50 budgeted)
- Milestone: Target = Training delivery date(s)
- **Actual Revenue Anticipated:** Actual Count  $\times$  Fee per participant ( $45 \times ₹5,000 = ₹2.25$  lakhs)

## Officer Role (Trainer): View & Prepare

- Trainer views confirmed participant count, prepares training materials
- **No Revenue Yet:** MIS tracks: No. of Programmes with actual participants registered

# Stage 3: Training Conducted & Completion

## TL/Admin Registers Training Completion:

- System records training delivery dates, attendance (participants attended), performance metrics
- **Actual Attending Participants:** Count who completed (e.g., 42 out of 45 registered)
- Trainer (Officer) updates completion feedback, certificate status
- Milestone: Target = Revenue collection from participants

## Officer Role (Trainer): View & Update

- Trainer views attendance, provides feedback on learning outcomes
- **Revenue Share Calculation Begins:**  
Final Attending Count  $\times$  Fee  $\times$  Trainer %  $(42 \times ₹5,000 \times \text{trainer}\% = \text{officer's revenue})$
- **MIS tracks:** No. of Trainings conducted, total participants trained, training completion rate

# Stage 4: Revenue Received & 80-20 Recognition

## TL/Admin Initiates Training Invoice:

- Invoice Raised: Actual Attending Participants × Fee per participant = Total Training Revenue
- Example: 42 participants × ₹5,000 = ₹2.1 lakhs (less than budgeted ₹2.5 lakhs)
- Finance verifies: cost estimate (trainer honorarium, materials, venue), approves invoice

## 80-20 Revenue Recognition (Same as Consulting):

- **80% at Invoice (₹1.68 lakhs):** Officer credited 80% of (Total Revenue × Trainer %)
- **20% at Payment Receipt:** Finance updates actual cash receipt; remaining 20% (₹0.42 lakhs) auto-allocated
- FY period specified: Revenue linked to correct financial year for MOM reporting

# Stage 5: Training Closure & Final Settlement

## TL/Admin Marks Closure:

- Certificates issued to participants, training records archived
- All participant fees collected (100% or partial recovery documented with reason)
- Finance final settlement: cost estimate variance, actual expenditure recorded
- Trainer attendance & teaching hours confirmed in system

## Officer Role (Trainer): Final Settlement

- Trainer views final revenue share: 80% (at invoice) + 20% (at payment) = Total
- Can raise complaint if revenue share % differs from allocation or data inconsistent
- MIS final metrics: Training conducted, participants trained, revenue earned, surplus per training

# Multi-Trainer Revenue Sharing Model

## Example: 3-Day Training Programme

- **Primary Trainer (Officer A):** 60% (delivers 2 days)
- **Co-Trainer (Officer B):** 30% (delivers 0.5 days)
- **Coordinator (Officer C):** 10% (administrative)

## Revenue Calculation (42 participants × ₹5,000 = ₹2.1 lakhs):

- **Officer A:** 60% × ₹2.1 lakhs = ₹1.26 lakhs (80% at invoice = ₹1.008 lakh + 20% at payment = ₹0.252 lakh)
- **Officer B:** 30% × ₹2.1 lakhs = ₹0.63 lakhs (split 80-20)
- **Officer C:** 10% × ₹2.1 lakhs = ₹0.21 lakhs (split 80-20)
- All tracked in system; grievance escalation available if trainer disputes allocation %

# Training MIS Metrics per Officer/Trainer

## Pre-Revenue Metrics (Stage 1-2):

- No. of Programmes assigned as trainer (primary or co-trainer or coordinator)
- No. of Programmes with applications received (registered)

## Post-Revenue Metrics (Stage 3-5):

- No. of Trainings Conducted (completed trainings)
- Total Participants Trained (sum across all trainings conducted)
- Total Training Revenue Earned (officer share: 80% + 20% = 100%)
- Revenue per Participant (training revenue ÷ total participants trained)
- Trainer Utilization (hours trained ÷ available working hours)
- Training Completion Rate (actual participants attending ÷ registered)

# Training vs Consulting Activity Types

## Consulting Assignment:

- Client-specific, fixed scope & revenue from start (Work Order)
- Revenue defined upfront; milestones for delivery; invoicing per milestone/instalment
- Officer % allocation static across work order lifecycle

## Training Programme:

- Open/public programme; revenue depends on actual participant enrollment
- Budgeted revenue vs Actual revenue (based on attendance)
- Multiple trainers with different roles; % allocation may vary by programme stage
- Revenue settlement after training completion & participant payment confirmation
- **Both use same 80-20 model, grievance, FY-linking, audit trail in PMS portal**

# Training Module Data Model

## New Tables for Training:

- **Training Programme:** Programme number, title, dates, location, budgeted participants, fee per participant, total budgeted revenue
- **Trainer Allocation:** Trainer (officer), role (primary/co/coordinator), allocation %, programme ID
- **Participant Application:** Applicant name, programme ID, application date, status (approved/waitlist/rejected)
- **Training Completion:** Programme ID, actual participants attended, training dates, feedback scores, certificate issued
- **Training Invoice:** Links to Programme, actual revenue (participants × fee), 80% invoice recognition, 20% payment realization

## Linking to Main PMS:

Training Programme = Special Work Order; links to Assignment, Team Allocation, Cost Estimate, Invoice, Tally cost centre

# Complete Training Workflow Example

- **Programme Announced (Jan 15):** "Leadership Development 2026" (50 participants, ₹5,000/participant), trainers allocated (Officer A 60%, Officer B 30%, Officer C 10%)
- **Application Window (Jan 15-31):** 45 applications received, approved; actual revenue anticipated =  $45 \times ₹5,000 = ₹2.25$  lakhs
- **Training Conducted (Feb 10-12):** 42 participants attended (3 absent); Trainers provide feedback
- **Invoice Raised (Feb 15, FY 2025-26):**  $42 \times ₹5,000 = ₹2.1$  lakhs; Finance verifies & approves
- **80% Revenue Recognized:** Officer A:  $60\% \times ₹2.1 = ₹1.26$  lakhs  $\rightarrow 80\% = ₹1.008$  lakh credited immediately
- **Payment Received (Mar 10):** Participants pay ₹2.1 lakhs; Finance updates receipt
- **20% Revenue Allocated (Auto):** Officer A: 20% of ₹1.26 = ₹0.252 lakh auto-credited
- **Closed (Mar 15):** Certificates issued, MIS updated: 1 training conducted, 42 participants trained, ₹1.26 lakhs earned by Officer A

# Training Cost Estimate & Expenditure Tracking

## Cost Estimate Heads for Training:

- **Trainer Honorarium:** Primary trainer fee, co-trainer fee, coordinator fee
- **Training Materials:** Handouts, workbooks, online course development
- **Venue & Logistics:** Hall rent, catering, travel for trainers
- **Certificates:** Certificate preparation & issuance
- **Admin/Miscellaneous:** Registration staff, communication, contingency

## Margin Calculation:

Training Margin = Total Revenue (participant fees) – Total Expenditure; Margin per Participant = Training Margin ÷ Participants Attended

# Questions & Discussion

Training Module: 5-Stage Lifecycle & Revenue Tracking

Programme Announcement | Participant Registration |  
Training Delivery | Revenue Recognition | Closure & MIS