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## **Module 1 – Organisation Overview**

### **SubModule 1 – Department Overview**

Provides an understanding of the department's purpose, structure, and key responsibilities. Explains major functions, roles, and activities handled by the department. Helps trainees understand how the department contributes to overall organisational goals.

### **SubModule 2 – Stakeholders**

Covers all internal and external stakeholders associated with the department's operations. Explains their roles, expectations, and influence on training activities. Helps trainees identify whom to coordinate with for smooth workflows.

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## **Module 2 – Department QMS Standard Process**

### **SubModule 1 – Process Documentation**

Explains how departmental processes are documented under QMS guidelines. Covers creation, updating, version control, and approval of SOPs and policies. Ensures learners understand standardisation and compliance.

### **SubModule 2 – Compliance Requirements**

Focuses on mandatory compliance standards applicable to the department. Includes audit readiness, regulatory obligations, and documentation practices. Helps trainees follow correct procedures to avoid process deviations.

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## **Module 3 – Work Instructions**

### **SubModule 1 – Training Delivery**

Details step-by-step work instructions for conducting training sessions. Covers preparation, scheduling, delivery standards, and communication guidelines. Ensures that all training events follow uniform quality parameters.

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## **Module 4 – LMS Functionality**

### **SubModule 1 – How to Create New Users in LMS?**

Describes the step-by-step process of adding new users in SumTotal LMS. Covers mandatory fields, role assignment, and access provisioning. Ensures accurate user creation to enable smooth system usage.

### **SubModule 2 – How to Login in SumTotal LMS?**

Guides users through the LMS login procedure, including credentials, navigation, and troubleshooting. Helps learners access their dashboards and available training modules efficiently.

### **SubModule 3 – How to Enroll for Training for a Training Event?**

Explains how users can search, select, and enroll in available training sessions. Covers prerequisites, waitlist options, and confirmation steps. Helps ensure proper participation in scheduled training events.

### **SubModule 4 – How to Deactivate Users in LMS?**

Provides instructions for deactivating inactive or separated users. Covers user search, status update, and data retention rules. Ensures the LMS database stays clean, updated, and compliant.

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## **Module 5 – Nomination Management**

### **SubModule 1 – Pre-Training Administration**

Covers all activities performed before a training session begins, including nominations, communication, and venue arrangements. Ensures readiness and smooth planning for upcoming training events.

### **SubModule 2 – Training Delivery**

Focuses on managing administrative tasks during ongoing training. Includes attendance management, material distribution, trainer coordination, and session support.

### **SubModule 3 – Post-Training Administrators**

Explains tasks carried out after training completion such as feedback collection, assessment recording, and updating LMS records. Ensures closure of training events with complete documentation.

### **SubModule 4 – School Man Days**

Covers the calculation, tracking, and reporting of School Man Days. Explains how training effort is measured based on trainer days and participant count. Supports accurate planning and operational reporting.

### **SubModule 5 – Training Man Days**

Describes tracking and calculation of Training Man Days across programs. Helps administrators measure training volume, resource utilization, and productivity. Supports data-driven decision-making.

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## **Module 6 – Reports Preparation Method**

Provides detailed guidance on preparing training-related reports from various systems. Covers data extraction, formatting, validation, and visualization techniques. Enables administrators to generate accurate and actionable departmental reports.

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