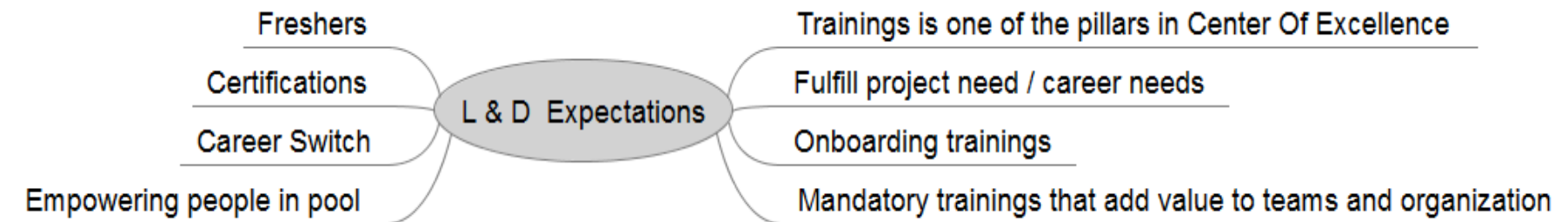


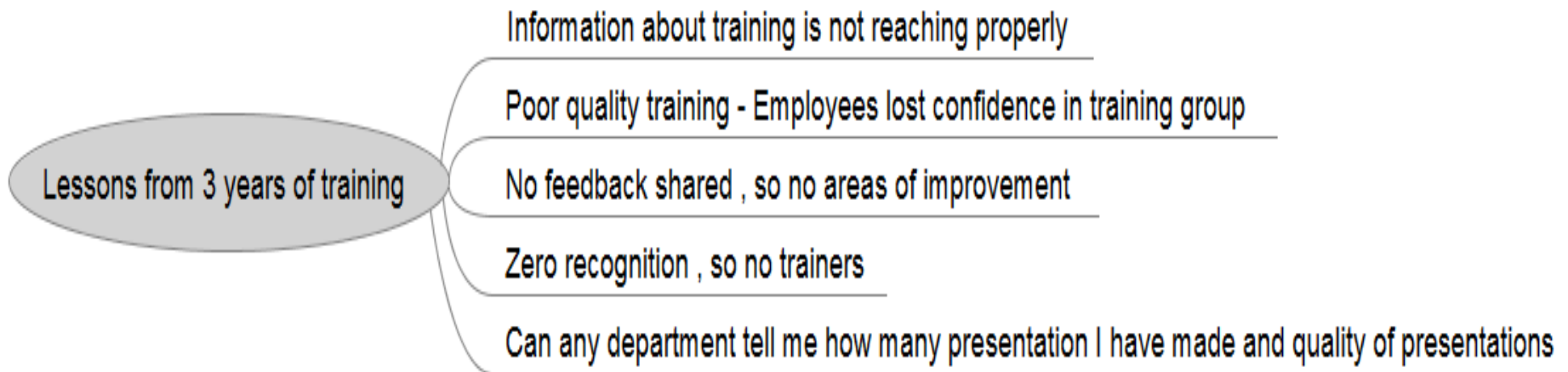
Learning and Training Department

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Expectations



Current State



Concerns with current training department

- ✓ I have taken one session in the recent past and there is no feedback on it
- ✓ I found lot of guys coming to me asking for presentation that I have made . They are not sure where these presentations are going and who is using them
- ✓ Lot of employees ask me for presentations that I have made in the past and I am not sure where they are ?
- ✓ Can any department tell how many presentations I have made , quality of presentations ?
- ✓ Do you recognize efforts put down by a person to make a presentation so that he will repeat the act .
- ✓ I want to do PMP certification and if I approach learning department can they point me to a mentor who will help me in fulfilling my goal
- ✓ As of today quality of sessions is extremely poor (especially Friday sessions) because of which trainers and listeners both of them lost interest in training department
- ✓ I came across an excellent article , how can I share it with whole prokarma ?
- ✓ I came across an excellent online video content ,how can I share with whole prokarma ?
- ✓ I never approached training department hoping they will empower me to new levels .

How can we fix above problems
(<https://wiki.prokarma.com/display/UPD/Temp>)

Learning & Training Department

Mission Statement

Empowering employees to make them good leaders , trainers , mentors , technical specialists and project management specialists leading to increased customer satisfaction and preparing teams for new challenges inline with business goals

Upcoming Trainings

Completed Trainings

Request For Training

I Want To Train

Trainers In Prokarma

Awards & Rewards

Feedback & Queries



Library

E-Books

Online Learning Text Content

Online Learning Video Content

Certification Mentors

Recommended Certifications

Certified Employees In Prokarma

Mission

- ✓ I believe we require four categories of employees that will make us more successful - **Great leaders , Great trainers , Great mentors , Technical & Project management experts**
- ✓ Our mission statement should help our people in understanding what we are doing
- ✓ I have few thoughts on creating a mission statement and this is what came to my mind – “ Empowering employees to make them good Leaders , Trainers , Mentors , Technical & Project management experts leading to increased customer satisfaction and preparing teams for new challenges in line with business goals ”
- ✓ Better thoughts ?

Upcoming Trainings

- ✓ Managers are not sharing information and employees should know about trainings that are coming up and this page will be helpful for them .
- ✓ Opening note talking about importance of registering to attend training (Today many are not registering)
- ✓ Should contain table data with all following columns –
 - ✓ S.No
 - ✓ Presentation Topic
 - ✓ Presenter name
 - ✓ Target Audience
 - ✓ Timing Details
 - ✓ Registration link (Pointing to PKonnect)
 - ✓ Is manager approval required
 - ✓ Number of registrations (Should get updated periodically)
 - ✓ Status (Registration opened / Registration closed)

What after registration ?

- ✓ Schedule a training and send out a meeting request so that it is there in their calendar and they don't miss it out .
- ✓ Attendance need to be taken for all employees who attended it .
- ✓ Conduct a online survey for all the employees who attended training asking three simple questions
 - ✓ Good points in presentation
 - ✓ Areas of improvement
 - ✓ Overall rating
- ✓ It is mandatory for an employee to attend session completely and fill survey form to get it registered with learning department
- ✓ Next step is to go to completed trainings and fill it out

Completed Trainings

- ✓ All completed trainings need to tracked here
- ✓ This can be in the form of table with columns as
 - ✓ S.No
 - ✓ Presentation topic
 - ✓ Presenter
 - ✓ Completion date
 - ✓ Link to download PPT
 - ✓ Link to run video if available
 - ✓ No of attendees
 - ✓ Average rating received
 - ✓ Link that points to all the feedback received without names (Should be accessed only by presenter)
- ✓ People come on weekends and do we really recognize them.
- ✓ If there is good feedback on the training then Learning department should drop a mail to their manager and AVP appreciating the efforts of employee . This will make him repeat the act. **Recognizing employees is one best way to make him repeat another good presentation**
- ✓ If feedback is not proper share with employee and leave it . Don't share with manager.

Request for training

- ✓ This page is like a product backlog list.
- ✓ There should be a link to raise a request for training . All the raised requests need to be traced and Topics requested which are not fulfilled need to be displayed on this page . This can be in the form of table with columns as
 - ✓ S.No
 - ✓ Topic Requested
 - ✓ Pending Since
 - ✓ Requestor name
 - ✓ Vote button
- ✓ Topic that are fulfilled need to be removed from this page

I want to train

- ✓ Detailed list of guidelines for trainer
 - ✓ Minimum time for session
 - ✓ Expected quality of session
 - ✓ He must aware of the feedback process and average rating values
- ✓ Mail details of the person to be contacted to make a session

Trainers in Prokarma

- ✓ Main purpose of this page is to motivate employees and make them feel proud about the training work that is made
- ✓ We need to display photos of all trainers who got average decent rating (3.5 and above) and contribution made by them to training department. This approach will increase their visibility and make them feel proud.
- ✓ Talk to trainers is another way of appreciating employees

Awards & Rewards



- ✓ We have to come out with clear guidelines to give award for employees who have made outstanding contribution to learning department.
- ✓ All norms and conditions for getting award need to be displayed on this page and also list to employees who received award need to be displayed.

E-book / Online text / Videos

- ✓ Main source of learning today is e-book. For any topic there are just two or three good books and tracking those books on a single page will be useful information . I have seen few employees asking me for a good book on a specific technology .
- ✓ I have any idea about format that need to be followed . I will share n meeting
- ✓ On similar lines we have to go for online text and videos
- ✓ Employee participation is required here . I will talk in last slide

Certification Mentors

- ✓ We want our employees to do certification and they look for some with whom they can talk and understand process for getting certified.
- ✓ This page should help such employees
- ✓ Identify employees who have done certifications and if they are willing to mentor or guide people we can add them to this page

Recommended Certifications

- ✓ All certifications as recommended by prokarma for both technical and technical areas should be displayed here .
- ✓ Clear direction about certifications is present here
- ✓ Few certification that are inline with organization goals need to be documented here

Certified employees in prokarma

- ✓ Contains all employee who have done certification in technical / project management related areas .
- ✓ Make employees feel proud about their certifications
- ✓ Best way to sell our technical competencies to new customers.

Selling to employees

- ✓ Once we are up and ready with our learning department
We should make an excellent presentation about
 - ✓ What learning department is trying to do
 - ✓ Explain, inspire and motivate employees to participate and contribute towards learning department
 - ✓ Collect feedback and make necessary changes Make employees feel proud about their certifications