Hello,

First create 2 employees, 1 manager and 1 mentor in the system.

We need to show difference between 2 employees, how each one is competing (one is progressing, and the other is slowly progressing, and their dashboards should talk about their progress)

Stage : 1

Create a technical and behavioural skill assessment option

1. Before employee is allowed to login, we need to do the assessment of Technical and behavioural skills - where do they stand (Very Critical step)

Use the same format below for the creation of assessment

**Technical Skills assessment**

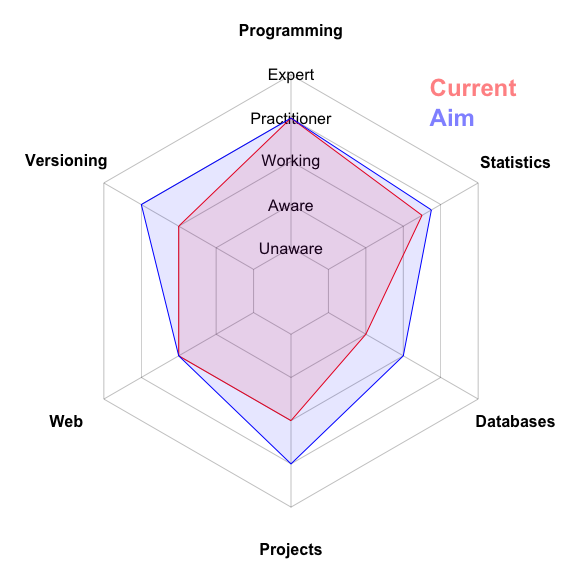
|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Skill** | **Technology** | **Required proficiency** | **Self rated proficiency** | **Supervisor rating** | **GAP** | **Remarks** |
| TRANSFORMATION OF DATA FROM ONE SOFTWARE TO ANOTHER SOFTWARE | Arc GIS | 10 | 4 | 2 | 8 |  |
| COORDINATE SYSTEMS AND REPROJECTION OF THE DATA FROM ONE PROJECTION SYSTEM TO ANOTHER PROJECTION SYSTEM | Arc GIS | 10 | 2 | 1 | 9 |  |
| IMPROVING DATA LOCATION ACCURACY OR SPATIAL CORRECTION OF DATA FROM ONE LOCATION TO ANOTHER LOCATION | Arc GIS | 10 | 1 | 0 | 10 |  |
| TRANSFORMATION OF VECTOR DATA TO RASTER DATA OR VICE VERSA | Arc GIS | 10 | 0 | 0 | 10 |  |

**Competency Assessment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | **Behaviour** | **Required proficiency** | **Self rated proficiency** | **Supervisor rating** | **Gap** |
| 1) Communication | 1a) Oral communication | 10 | 7 | 3 | 7 |
|  | 1b) Documentation/Writing skill | 10 | 8 | 4 | 6 |
|  | 1c) Presentation | 10 | 8 | 5 | 5 |
| 2) Analytical skills | 2a) Problem solving | 10 | 8 | 6 | 4 |
|  | 2b) Creativity/Innovation | 10 | 9 | 3 | 7 |
| 3) Functional Excellence | 3a) Result oriented | 10 | 9 | 4 | 6 |
|  | 3b) Budget and customer focus | 10 | 8 | 5 | 5 |
|  | 3c) Self development | 10 | 10 | 6 | 4 |
| 4) Mentoring/Coaching | 4) Subordinate development | 10 | 10 | 3 | 7 |
| 5) Planning and organizing | 5) Work planning and Collaboration | 10 | 8 | 4 | 6 |

Apart from Tech and competencies ( we need to add the certifications or mandatory courses to be done by employee from external agencies or institutions like PMP, certification some SME

We need below chart for both tech and competencies ( I used example)



Rating scale for spider chart should be of below

|  |
| --- |
| **Rating description** |
| Novice |
| Intermediate |
| Advanced |
| Expert |
| Evangelist |

Till now we completed the assessment part

Now based on the assessment, below set of courses needed to be tagged to employee based on the skills need to acquire

Under Tech:-

|  |  |  |
| --- | --- | --- |
| **Skill** | **Technology** | **LMS vendor to add the downloaded video as a course** |
| TRANSFORMATION OF DATA FROM ONE SOFTWARE TO ANOTHER SOFTWARE | Arc GIS | https://www.youtube.com/watch?v=of4LLn\_C5I0 |
| COORDINATE SYSTEMS AND REPROJECTION OF THE DATA FROM ONE PROJECTION SYSTEM TO ANOTHER PROJECTION SYSTEM | Arc GIS | https://www.youtube.com/watch?v=6cj\_lfKbBFo |
| IMPROVING DATA LOCATION ACCURACY OR SPATIAL CORRECTION OF DATA FROM ONE LOCATION TO ANOTHER LOCATION | Arc GIS | https://www.youtube.com/watch?v=qZqaPIfl\_Mg |
| TRANSFORMATION OF VECTOR DATA TO RASTER DATA OR VICE VERSA | Arc GIS | https://www.youtube.com/watch?v=cXsiGjRrhKc |

Now based on the video add questionnaire and do some gamigication (Mutiple choice , Cards, MCQ) etc

Now under competencies, add some courses under each below category under below category

|  |  |  |
| --- | --- | --- |
| **Skill** | **Behaviour** | **LMS Vendor to add the content with assessment** |
| 1) Communication | 1a) Oral communication |  |
|  | 1b) Documentation/Writing skill |  |
|  | 1c) Presentation |  |
| 2) Analytical skills | 2a) Problem solving |  |
|  | 2b) Creativity/Innovation |  |
| 3) Functional Excellence | 3a) Result oriented |  |
|  | 3b) Budget and customer focus |  |
|  | 3c) Self development |  |
| 4) Mentoring/Coaching | 4) Subordinate development |  |
| 5) Planning and organizing | 5) Work planning and Collaboration |  |

Now employee will start the learning journey and your system should be able to show me what is the progress made by the employee

Note: A specific target date for completion is required ( we provide a 6 months timeslot for an employee to complete the journey)

Stage 2

Now we need to set a scheduled review process

System should alert the Manager to frequently check in and monitor the progress made by the employee (for every 15 days auto alerts and reminder to compete the task, if missed need to be escalated)

Also, a mentor need to be add before the learning journey starts. (we should know how mentor is utilizing the mentor support (like the questions posted to him and how the mentor is guiding him ) imagine that it is purely a remote based support only

Stage 3

End of the given duration to the employee,

Now it’s time for reassessment

Reassessment of Tech Skills

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Pre Assessment** | | | | | | |  | **Post Assessment** | | |
| **Skill** | **Technology** | **Required proficiency** | **Self-rated proficiency** | **Supervisor rating** | **GAP** | **Remarks** |  | **Self-rated proficiency** | **Supervisor rating** | **GAP** |
| TRANSFORMATION OF DATA FROM ONE SOFTWARE TO ANOTHER SOFTWARE | Arc GIS | 10 | 4 | 2 | 8 |  |  | 9 | 9 | 1 |
| COORDINATE SYSTEMS AND REPROJECTION OF THE DATA FROM ONE PROJECTION SYSTEM TO ANOTHER PROJECTION SYSTEM | Arc GIS | 10 | 2 | 1 | 9 |  |  | 9 | 9 | 1 |
| IMPROVING DATA LOCATION ACCURACY OR SPATIAL CORRECTION OF DATA FROM ONE LOCATION TO ANOTHER LOCATION | Arc GIS | 10 | 1 | 0 | 10 |  |  | 9 | 9 | 1 |
| TRANSFORMATION OF VECTOR DATA TO RASTER DATA OR VICE VERSA | Arc GIS | 10 | 0 | 0 | 10 |  |  | 9 | 9 | 1 |

Competencies assessment

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Pre Assessment** | | | | | |  | **POST assessment** | |
| **Skill** | **Behaviour** | **Required proficiency** | **Self rated proficiency** | **Supervisor rating** | **Gap** |  | **Self rated proficiency** | **Supervisor rating** | | **Gap** |
| 1) Communication | 1a) Oral communication | 10 | 7 | 3 | 7 |  | 9 | 8 | | 1 |
| 1b) Documentation/Writing skill | 10 | 8 | 4 | 6 |  | 9 | 9 | | 0 |
| 1c) Presentation | 10 | 8 | 5 | 5 |  | 9 | 8 | | 1 |
| 2) Analytical skills | 2a) Problem solving | 10 | 8 | 6 | 4 |  | 9 | 9 | | 0 |
| 2b) Creativity/Innovation | 10 | 9 | 3 | 7 |  | 9 | 9 | | 0 |
| 3) Functional Excellence | 3a) Result oriented | 10 | 9 | 4 | 6 |  | 9 | 9 | | 0 |
| 3b) Budget and customer focus | 10 | 8 | 5 | 5 |  | 9 | 8 | | 1 |
| 3c) Self development | 10 | 10 | 6 | 4 |  | 9 | 8 | | 1 |
| 4) Mentoring/Coaching | 4) Subordinate development | 10 | 10 | 3 | 7 |  | 9 | 8 | | 1 |
| 5) Planning and organizing | 5) Work planning and Collaboration | 10 | 8 | 4 | 6 |  | 9 | 8 | | 1 |

Again the post assessment spider chart should be visible here as below (example)

A diagram of different types of skills

AI-generated content may be incorrect.

Report like ( All these report should be of infographics (Example of infographics)

A screenshot of a computer screen

AI-generated content may be incorrect.

General Reports

* **Course Completion Report**: Tracks the percentage of learners who have completed a course.
* **Enrollment Report**: Provides data on how many learners are enrolled in each course.
* **Gradebook Report**: Displays individual scores, average grades, and distribution of grades for assessments.
* **Attendance Report**: Summarizes attendance records for each learner, including dates and statuses.
* **Activity Log Report**: Monitors all actions taken by learners within the LMS, providing real-time insights.

Engagement Reports

* **Learner Engagement Report**: Measures active participation levels, including time spent on tasks and content interaction.
* **Cohort Progress Report**: Assesses the performance of groups or cohorts over time, highlighting areas for improvement.
* **Survey Response Report**: Analyzes feedback from learners on courses and training sessions.
* **Content Access Report**: Tracks which materials are most frequently accessed by learners.

Performance Reports

* **Assessment Performance Report**: Evaluates learner performance on quizzes and tests, identifying strengths and weaknesses.
* **Competency Mastery Report**: Shows progress towards mastering specific skills or competencies outlined in the curriculum.
* **Time Spent on Course Report**: Details how much time each learner spends on different modules or activities.

Custom Reports

* **Custom Analytics Reports**: Allows educators to create tailored reports based on specific metrics or criteria defined by them.
* **Instructor-Led Training (ILT) Report**: Highlights attendance and performance in instructor-led sessions.

Progress Tracking Reports

* **Assignment Status Report**: Lists assignments due, submitted, graded, and missing work for each learner.
* **Module Progress Report**: Breaks down completion rates for individual modules within a course.

User Interaction Reports

* **User Interaction Report**: Analyzes social interactions among learners within the LMS environment.
* **Peer Assessment Report**: Evaluates feedback provided by peers during collaborative assignments or projects.

Administrative Reports

* **System Usage Report**: Provides insights into how often the LMS is used, including login frequency and session duration.
* **Compliance Training Report**: Tracks completion rates for mandatory training sessions required by regulatory bodies.

Feedback and Improvement Reports

* **Feedback Summary Report**: Compiles qualitative feedback from learners regarding course content and delivery methods.
* **Dropout Rate Report**: Analyzes when and why learners disengage from courses before completion.

Miscellaneous Reports

* **Certification Tracking Report**: Monitors the progress of learners towards achieving certifications offered through the LMS.
* **Mobile Access Report**: Tracks usage statistics for mobile access to courses and materials.