**TRAINER MANAGEMENT**

**ADD NEW PROFILE**

**General information**

Full name

Nationality

NIC / passport Number

Religion

Gender

Date of Birth

Address

Permanent

Residential

Contact Number

Mobile

Residential

Email id

Marital Status

position

Specialized areas

## **Technologies & skills**

Technology areas with skill level (1-5)

**Academic qualification**

(year, school/ university, examination passed & grades)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period Year  From – To | Name of School, University or other Institution | Subject Examinations passed (with date of any previous attempts or impending, scholarship or other distinctions, special Academic Achievements. | Year of Graduation | Subject offered and Grading |
| Primary Education |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Secondary Education |  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Professional qualification**

(professional institute, qualification, duration)

|  |  |  |  |
| --- | --- | --- | --- |
| Period Year  From – To | Name of School, University or other Institution | Subject Examinations passed (with date of any previous attempts or impending, scholarship or other distinctions, special Academic Achievements. | Subject offered and Grading |
| Professional Qualification |  |  |  |
|  |  |  |
|  |  |  |
| Professional Memberships |  |  |  |
|  |  |  |
|  |  |  |

**Record of employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Period |  | Name & Address of | Designation & Type |
| Month & Year | | Place of Work | of Work |
| From | To |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PROFILE**

NOTE: The details below in the profile view should has an option to update

## **GENERAL INFORMATION**

* 1. Full name
  2. Company
  3. Position
  4. Specialized area
  5. Contact Number
  6. Email ID

## **TECHNOLOGIES & SKILLS**

Technology areas with skill level

## **ACADEMIC QUALIFICATION**

Below detail should be a table view

(year, school/ university, examination passed & grades

## **PROFESSIONAL QUALIFICATION**

*Below detail should be a table view*

(professional institute, qualification, duration)

|  |  |  |  |
| --- | --- | --- | --- |
| Period Year  From – To | Name of School, University or other Institution | Subject Examinations passed (with date of any previous attempts or impending, scholarship or other distinctions, special Academic Achievements. | Subject offered and Grading |
| Professional Qualification |  |  |  |
|  |  |  |
|  |  |  |
| Professional Memberships |  |  |  |
|  |  |  |
|  |  |  |

## **RECORD OF EMPLOYMENT**

*Below detail should be a table view as shown*

1. Month & Year (From - To)
2. Period
3. Name & Address of Place of Work
4. Designation & Type of Work

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | Name & Address of | Designation & Type |
| Month & Year | | Period | Place of Work | of Work |
| From | To |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**VIEW TRAINING HISTORY**

Below details should be a table view

* Name of the trainer
* Date
* Training topic
* Total hours covered

**INSERT TRAINING HISTORY**

The form for inserting the training history should contain the below details

* Name of the trainer
* Date
* Training topic
* Total hours covered

**VIEW PAYMENT HISTORY**

*Below details should be a table view for the HR Manager*

* Name of the trainer
* Training date
* Amount
* Payment status

*Below details should be a table view for the Trainer. Trainer should only see his/her payment history only.*

* Training date
* Amount
* Payment status

**INSERT PAYMENT HISTORY**

The form for inserting the training history should contain the below details

* Name of the trainer
* Training date
* Amount
* Payment status

NOTE: Payment status should be updated automatically with the accounting payment operations

**AVAILABILITY**

**View Availability**

* Name of the Trainer
* Available dates
* Available time

**Update & add availability**

Trainer should able to update and add the availability. Availability details should contain the below information

* Available dates
* Available time

**VIEW SCHEDULES**

**HR view**

HR should be able to view the scheduled training session details. This view should contain the below details

* Date
* Scheduled topic
* Trainer
* Time

**SUGGESSTION AND FEEDBACK**

**Add suggestion & Feedback**

* Text box for suggestion
* Select individual/department

Send and cancel button should be there

**View own suggestion & Feedback**

Trainer should be able to all the suggestions/ feedback he/she has provided. The history should have the below details

* Date
* Description of suggestion/feedback

**View trainee’s suggestion & Feedback**

Trainer should be able to view the suggestion/feedback the trainers have provided to the trainer. Trainer shouldn’t see the detail of relevant trainee.

Suggestion/Feedback

Relevant training session/topic

**SELF SERVICE**

**Payment Initiation**

Invoice Template

**Acknowledge Payment**

Check box to select received status

Send response to HR & Accounts department

**Track Payment**

**Request**

Request Information/ Request Document

* Description
* Required date

Track Payment

* Select date
* See where the process is