

**Customer Requirement Specifications (CRS)**

***Human Resource Management (HRM)***

***ERP Solution for Samuda Chemicals Ltd.***

1. Document Information

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1. Document History

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# **3. Sub Module and Its feature Description**

## **3.3** **Training Process**

### **3.3.1 Module Overview**

The training module enables businesses to conduct internal or external employee training. The aim of training module is to strengthen the capacity of employee and make them more efficient in delivering their regular task in quickest possible way.



Every year in Samuda HR department plans for required training for their employee. To make the training effective, this module needs to have a well-defined process.

**Importance of Training Module**

* Improved productivity and adherence to quality standards.
* Employees develop skill sets that allow them undertake a greater variety of work.
* Improved ability to implement and realize specific goals outlined in a company's business plan.
* Increased ability to respond effectively to change.

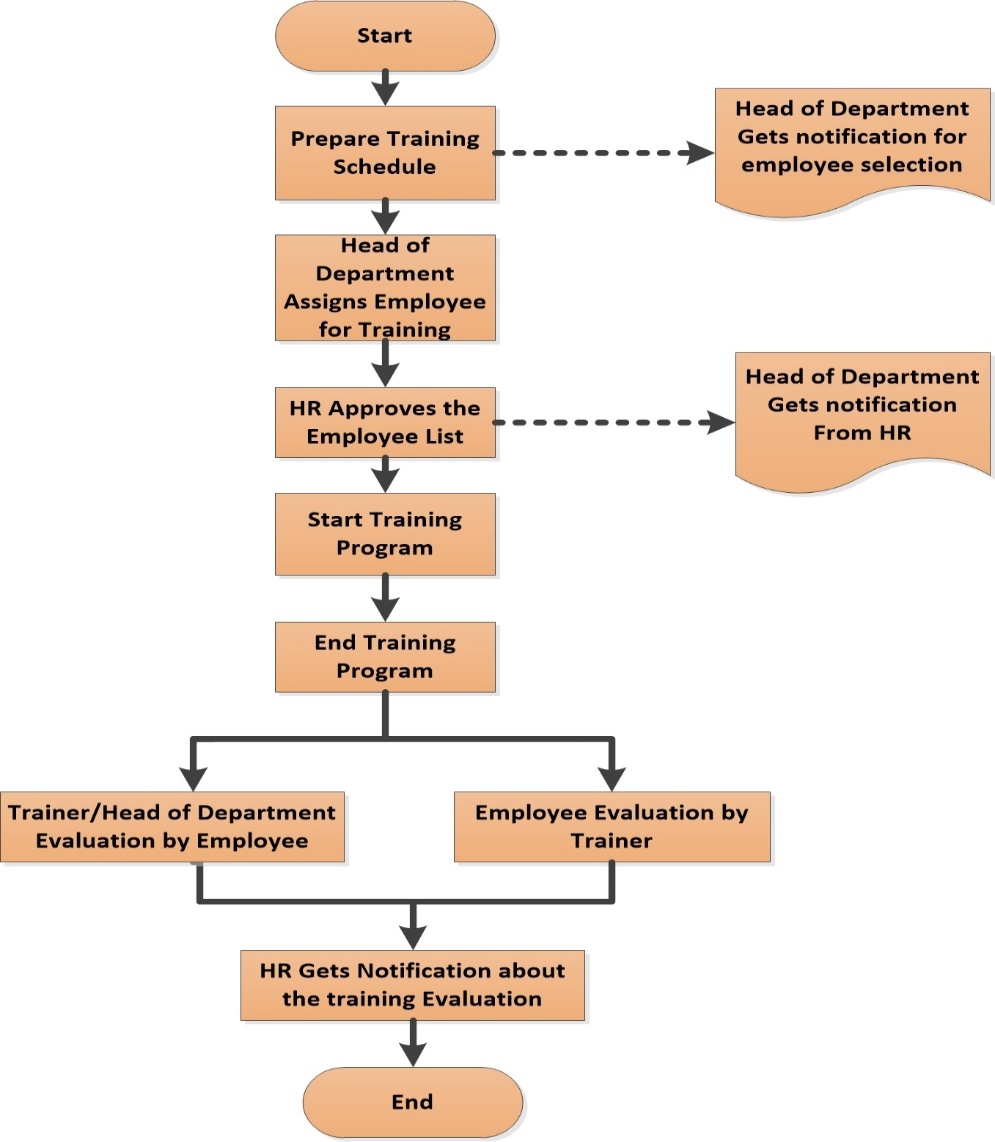
Productivity usually increases when a company implements training courses. Training across the workforce, from the shop floor to executive level and in any discipline, improves:

* Competitiveness
* Profitability
* Customer satisfaction
* Market share

It can also lead to reductions in:

* Inefficient use of time and materials
* Workplace accidents
* Maintenance costs of equipment
* Staff turnover and absenteeism
* Recruitment expenses

### **3.3.2 To Be System**



**Fig:** Training Process

* A training schedule will be prepared after training plan. When a training schedule is done, head of departments will get notification for selecting employee. The department head will request their listed employee to enroll in the training. Employee list will be sent the HR. After getting the list HR will approve the employee list for training and this will be notified to all the head of departments. Selected employee may cancel the enrollment also.
* After the selection process training will take place according to plan and training material will be prepared at that time. Training will finish according to schedule.
* After the successful training, there will be evaluation for trainer and employee. Trainer will be evaluated by employee. Head of department/ trainer will be evaluated by employee.
* HR personnel will be notified about the training evaluation and make decision based on the evaluation result.
* There will have overall training report based on Samuda’s requirement.

## **4. To be Determined**

1. ISO 9001 related reports are not implemented within this phase. We will cover in next phase.

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