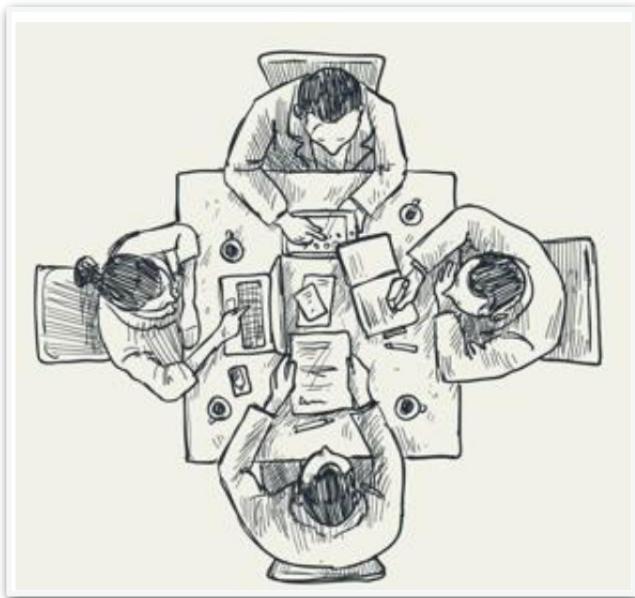


System:	Human Resource Information System	Date:	October 19, 2022
Portal URL	https://hr.hris-in-powermaccenter.com/	Name:	Personnel Development Module (Trainings)

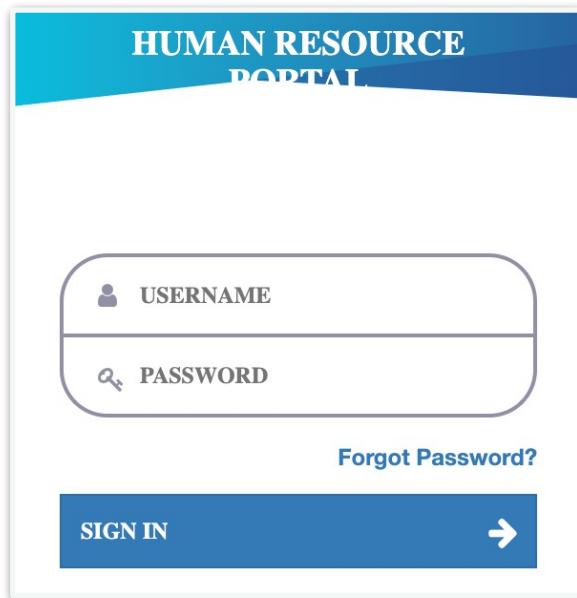
HR - HRIS > PERSONNEL DEVELOPMENT

It is critical for the company to ensure that employees are competent in their jobs.

Talent Development includes careful planning for the employees' training program so that they can grow professionally.

The Personnel Development module of Everything at Work will allow the company to plan, facilitate the processing of training requests, and monitor the training attendance and performance of the attendees.

Where can I find this module?



HUMAN RESOURCE PORTAL

USERNAME

PASSWORD

Forgot Password?

SIGN IN →

•SIGN IN

1. Go to <https://hr.hris-in-powermaccenter.com>
2. Enter your USERNAME and PASSWORD.
3. Click SIGN IN

4. On the left side of the HRIS Dashboard, click the **Personnel Development** module.

The screenshot shows the HRIS Dashboard interface. On the left, a vertical navigation menu is displayed with various modules: Talent Acquisition, Onboarding, Employee 201, HR Services, Personnel Development (which is highlighted with a red box and has a large blue arrow pointing to it), Training Set Up, Employee Training Program, Training Schedule, Training Request, Training Request Approval, Training Calendar, Performance Management, Employee Relations, Safety & Health, and a Help icon. The main dashboard area features several cards and charts. At the top, there are three cards: 'Open Requests' (36), 'Documents Processed (YTD)' (0), and 'Document for Claiming' (0). Below these are three charts: 'Manpower Complement' (a bar chart for AASP showing Male: 82 and Female: 66), 'Headcount by Employee Type' (a horizontal bar chart with one visible bar in orange), and 'Headcount by Length of Service' (a pie chart divided into four segments: grey, purple, yellow, and red). To the right, there are two sections: 'Memorandum and Announcement' (empty) and 'Task List' (empty).

There are 8 sub modules under Personnel Development:



Personnel Development



FUNCTIONS

1

Training Set Up



This is a way for you to define your training categories, training and training program.

2

Employee Training Program

Training Programs can be assigned and customized for each employee.

3

Training Schedule

Plan the training that employees have to undergo to be competent in the job the employee is assigned to. The Training Program will be based on position.

4

Training Request

Employee can request or HR can request on behalf of the employee to attend the training posted in the schedule.

5

Training Request Approval

This is where the HR can approve and view all training requests.

6

Training Calendar

This is where training schedule can be viewed in calendar format. In employee portal, this is where a training request can be made.

7

Satisfactory Form

This is where you can setup the Satisfaction Surveys that attendees can answer to give their feedback on a training that they attended.

8

Training Evaluation Form

This is where you can setup the Training Evaluation Forms that can be used to evaluate a trainee's knowledge on a particular training / topic.

Training Set Up



TRAINING SETUP

This is a way for you to define your training categories, classification, training and training program.

Training Setup have 4 parts:



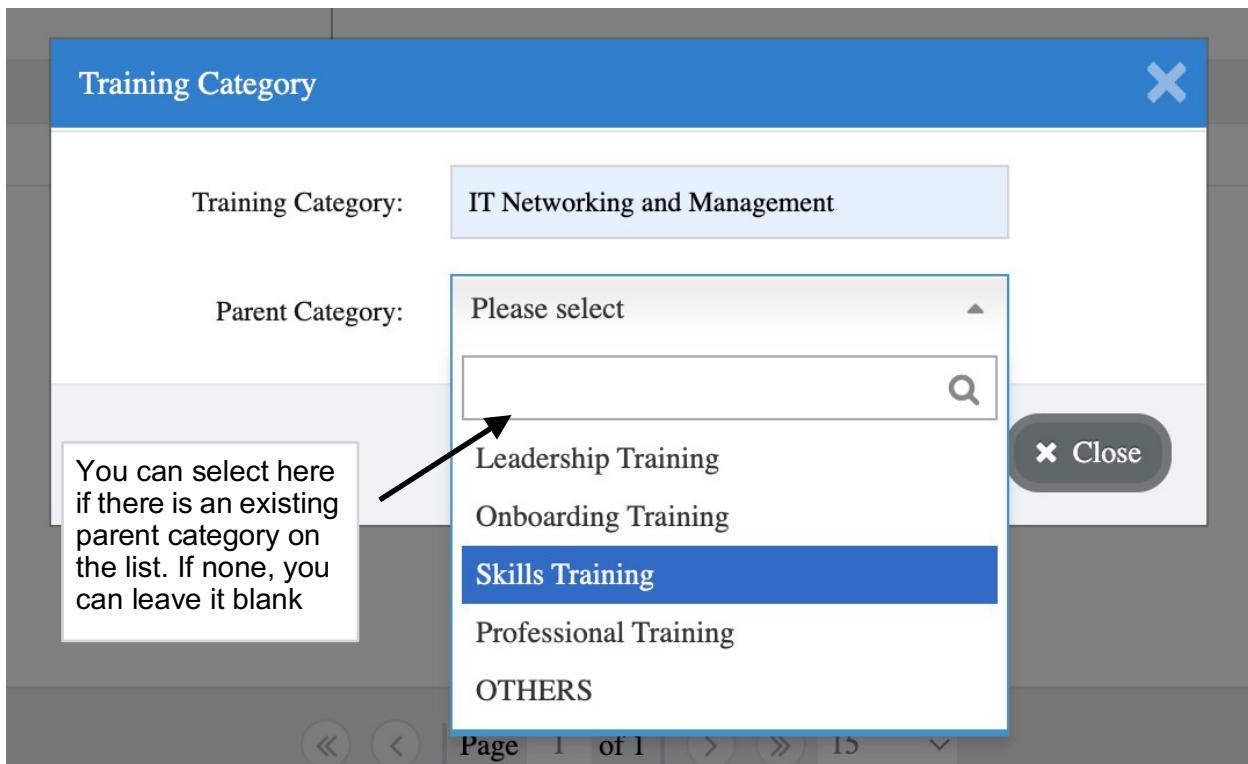
— This allows your company to group your training functionally.

How to add Training Category?

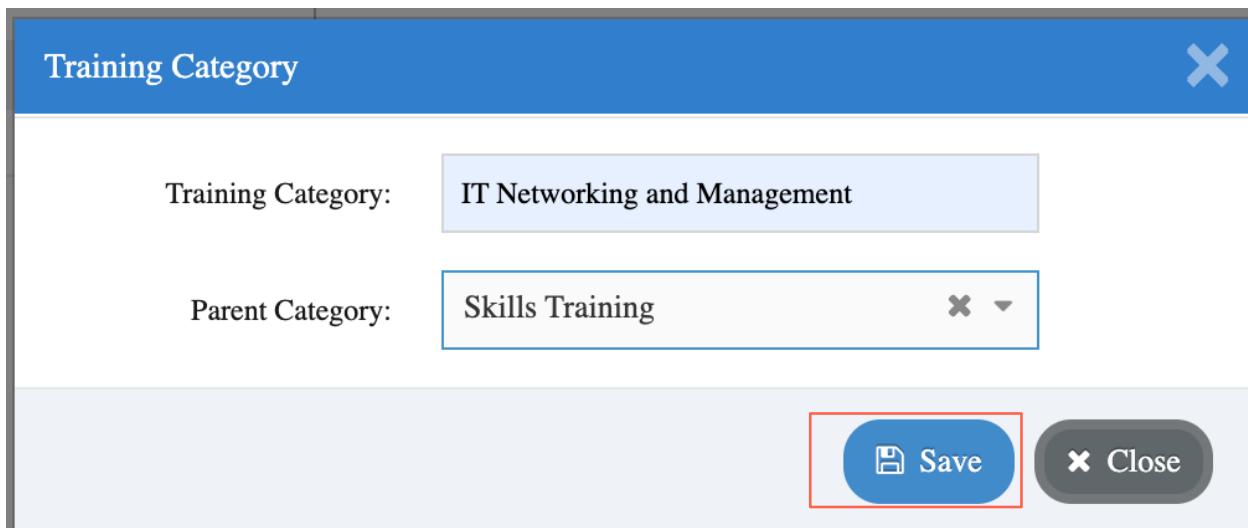
1. On the left part, click Personnel Development > Training Setup > Training Category
2. Click the (+) button to add a Training Category.

The screenshot shows the 'Training Category List' page. The left sidebar has a red box around 'Training Category' under 'Training Set Up'. A blue arrow labeled '1' points to this item. Below it, a red arrow labeled '2' points to the 'Add Button' (a blue button with a '+' icon). Other visible buttons include 'Refresh Button' (a grey button with a circular arrow icon), 'Search Button' (a grey button with a magnifying glass icon), and 'Delete Button' (a grey button with a trash can icon). The main table lists four training categories: Leadership Training, Onboarding Training, Skills Training, and Professional Training. The 'Skills Training' row is highlighted with a green background. The top navigation bar includes links for 'Personnel Development > Training Category List' and various system icons.

3. A new window will appear, fill the Training Category and Parent Category.



4. Click **Save**



You will now see the new added Category on the list.

Personnel Development > Training Category List

Training Category List »

Training Category	Parent Training Category
Leadership Training	
Onboarding Training	
Skills Training	
IT Networking and Management	Skills Training
Professional Training	
OTHERS	

Edit Button Delete Button

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« « | Page 1 of 1 | » » 15 ▾

The screenshot shows a table with two columns: 'Training Category' and 'Parent Training Category'. The table contains seven rows. The last two rows, 'Professional Training' and 'OTHERS', are highlighted with a red border. To the left of the first column, there are two arrows: one pointing up labeled 'Edit Button' and one pointing down labeled 'Delete Button'.

Training Category	Parent Training Category
Leadership Training	
Onboarding Training	
Skills Training	
IT Networking and Management	Skills Training
Professional Training	
OTHERS	

► Training Classification

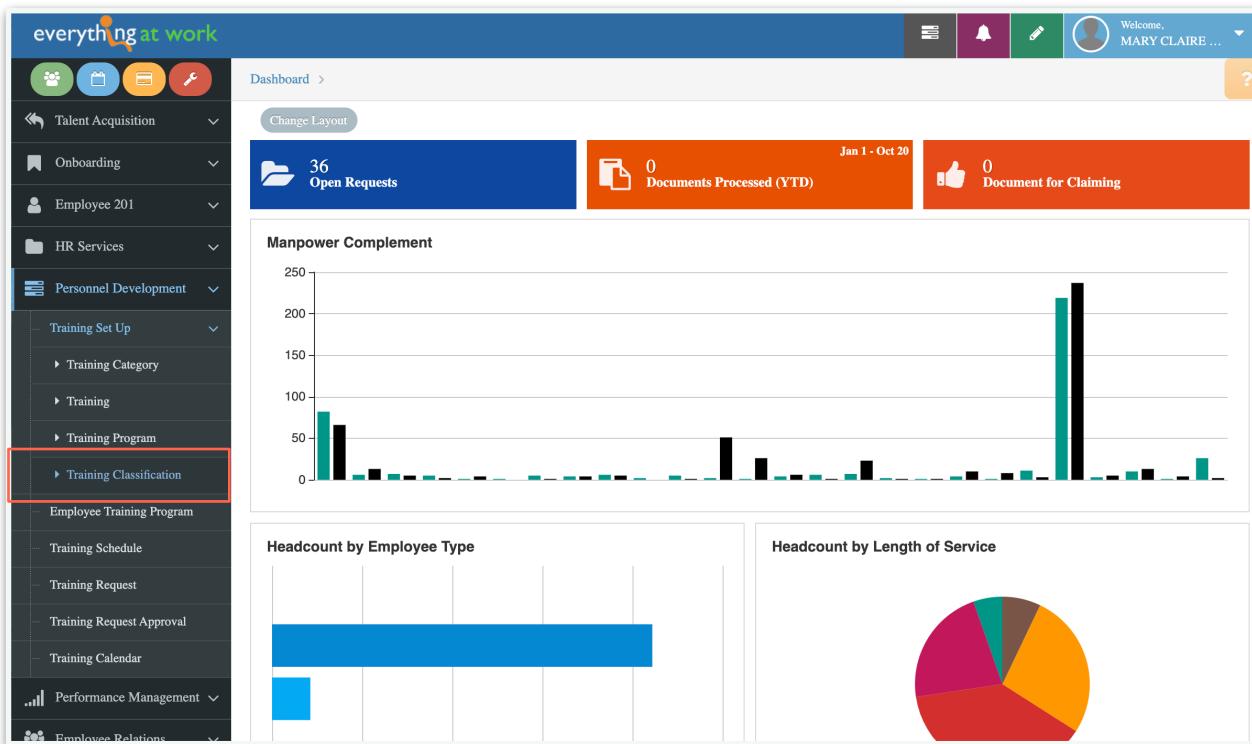
The system provides for another way of grouping your training, with the addition of tagging it whether the employee will be paid or not during the training days.

If the training is classified as without pay, and the employee is scheduled to attend a training tagged as such, the system will not automatically create an official business* schedule for the employee.

* Official Business record will indicate that the employee should be paid, even without time logs because the employee is not absent but on training.

How to add Training Classification?

1. On the left part, click Personnel Development > Training Setup > Training Classification



2. Click the (+) button to add a Training Classification.

The screenshot shows the 'Training Classification List' page within the 'Personnel Development' module. The left sidebar shows navigation paths under 'Personnel Development'. The main area displays a table with columns: 'Code', 'Description', and 'With Pay'. Three rows are listed:

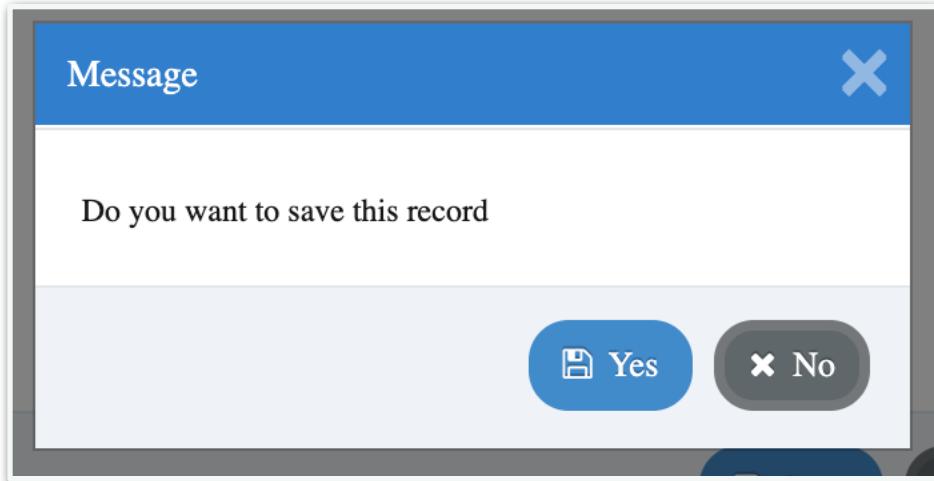
Code	Description	With Pay
HR TRAINING	People/ HR Analytics / Organizational Development	Yes
IT TRAINING	Technical Support, Network, Programming, Software QA	Yes
MARKETING TRAINING	Marketing Strategies and others	Yes

At the bottom, there are search, refresh, and add buttons, along with a page navigation bar showing 'Page 1 of 1' and 'View 1 - 3 of 3'.

3. Fill out the Code and Description field.
- 4.. Tick the checkbox if the classification is with pay.
5. Click "Save"

The screenshot shows the 'Training Classification' dialog box. It contains fields for 'Code' (containing 'NEW EMPLOYEES TRAINING'), 'Description' (containing 'Company Rules, Basic Trainings'), and 'With Pay' (with a checked checkbox). Step numbers 3., 4., and 5. are overlaid on the form, corresponding to the steps in the previous list. At the bottom are 'Save' and 'Close' buttons.

6. Click "YES" to save the record.



You will now see the new added Training Classification on the list.

Training Classification List »			
	Code	Description	With Pay
	HR TRAINING	People/ HR Analytics / Organizational Development	Yes
	IT TRAINING	Technical Support, Network, Programming, Software QA	Yes
	MARKETING TRAINING	Marketing Strategies and others	Yes
	NEW EMPLOYEES TRAINING	Marketing Strategies and others Company rules, basic trainings	Yes

► Training

It lets you create a new training.

How to set up a new training?

1. On the left part, click Personnel Development > Training Setup > Training

The screenshot shows the 'everything at work' dashboard. On the left, a sidebar menu is open under 'Personnel Development' with 'Training Set Up' selected. A red box highlights the 'Training' option under 'Training Category'. The main area displays three charts: 'Manpower Complement' (a bar chart with two bars per category), 'Headcount by Employee Type' (a horizontal bar chart with one large purple bar and a small blue bar), and 'Headcount by Length of Service' (a pie chart divided into four segments). Top navigation includes 'Dashboard', 'Change Layout', and a header with 'Welcome, MARY CLAIRE ...' and icons for notifications, edit, and profile.

2. Click the (+) to add a new training

The screenshot shows the 'Training List' page under 'Personnel Development'. The left sidebar has 'Training Set Up' selected. A red box highlights the '+' icon at the bottom of the table footer, which is used to add new training entries. The table lists three existing training categories: 'Onboarding Training', 'Leadership Training', and 'Skills Training', each with its code, prerequisites, competencies, terms of service, and target attendees. The footer includes a search bar, a refresh icon, and a page navigation bar showing 'Page 1 of 1'.

	Training Category	Code	Prerequisite	Competency	Terms Of Service	Target Attendees
	Onboarding Training	NEWGEN Apple products and troubleshooting				Account Manager, Admin
	Leadership Training	LEAD101 Improve leadership skills of each par...				Manager 1, Manager 2, Admin
	Skills Training	FIN101 tets				Account Manager, Admin

3. Fill out the Training form.

Personnel Development > Training

Training »

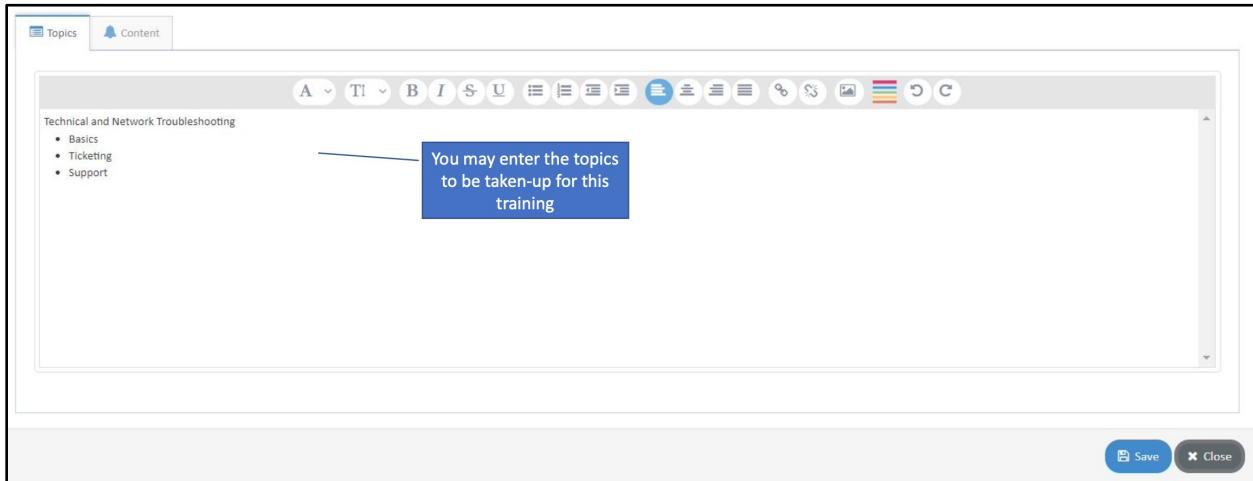
Training Code:	Technical and Network Troubleshooting	Training Code: Enter a unique code for this training
Description:	Technical and Network Troubleshooting	Description: Enter a description
Objectives:	Technical and Network Troubleshooting	Objectives: Enter the objectives for this training
Training Category :	IT Training	Training Category: Select the category this belongs to
	<input type="checkbox"/> Valid as continuing education units	Valid as continuing education units: Indicate if this can be considered as continuing education units, and the equivalent number of units.
	<input type="checkbox"/> Requires terms of service	Requires terms of service: Indicate if this requires terms of service, as well as the duration (in months). That means the employees who take-up this training must stay with the company for the number of months indicated.
Certificate Template :	CERTIFICATE TEMPLATE	Certificate Template: Choose the template that will be used for generating the training certificates for this training. Certificate Templates can be created using the Template Builder Module.
Feedback Form :	TEST SATISFACTORY	Feedback Form: Choose the satisfaction survey template that attendees will answer for giving their feedback about this training.

Personnel Development > Training

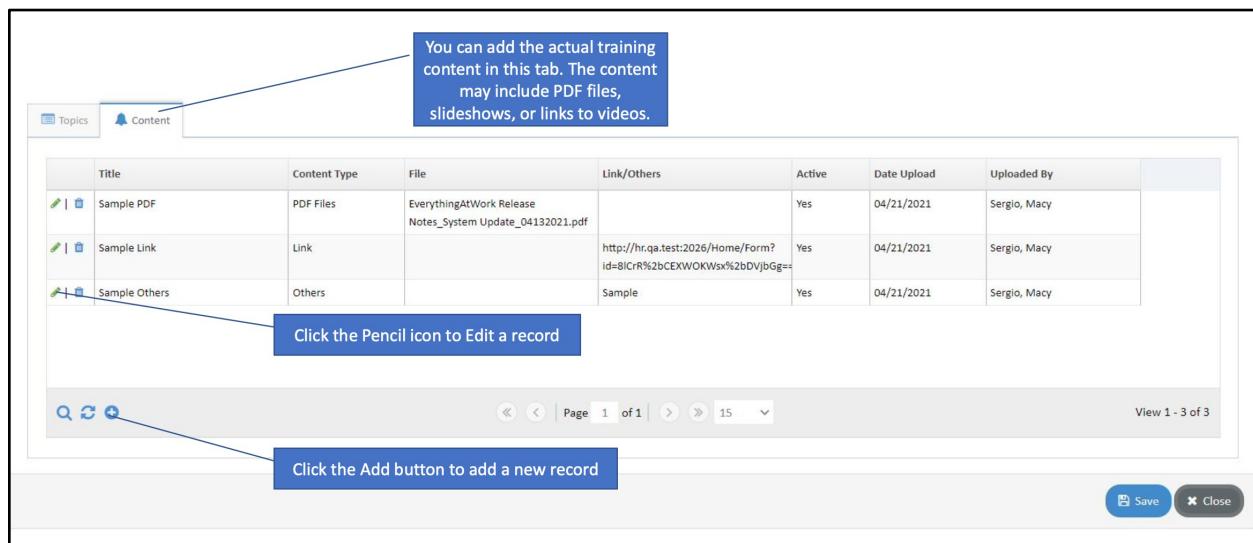
Training »

Pre-requisite/s: Select the pre-requisite trainings that must be completed first prior to taking this particular training	Pre-requisite/s: Select Some Options
Target Attendee/s: Choose the target attendees for this training (either by Job Position or Job Level).	Target Attendee/s: Job Position
Competency: Select the Competency that this training can be linked to (in the Performance Evaluation Module).	Competency: TRUST THROUGH INTEGRITY
Rating: Choose the minimum rating for the selected Competency. If an employee's rating falls below this minimum in the Employee Evaluation Form, the system will recommend this training to help improve the employee's performance.	Rating: None selected
Evaluation Form: Choose the Training Evaluation Survey Form that can be used to assess an attendee's performance for this training	Evaluation Form: Sample Evaluation Form
<input type="checkbox"/> Requires terms of service	Months
Certificate Template :	CERTIFICATE TEMPLATE
Feedback Form :	TEST SATISFACTORY

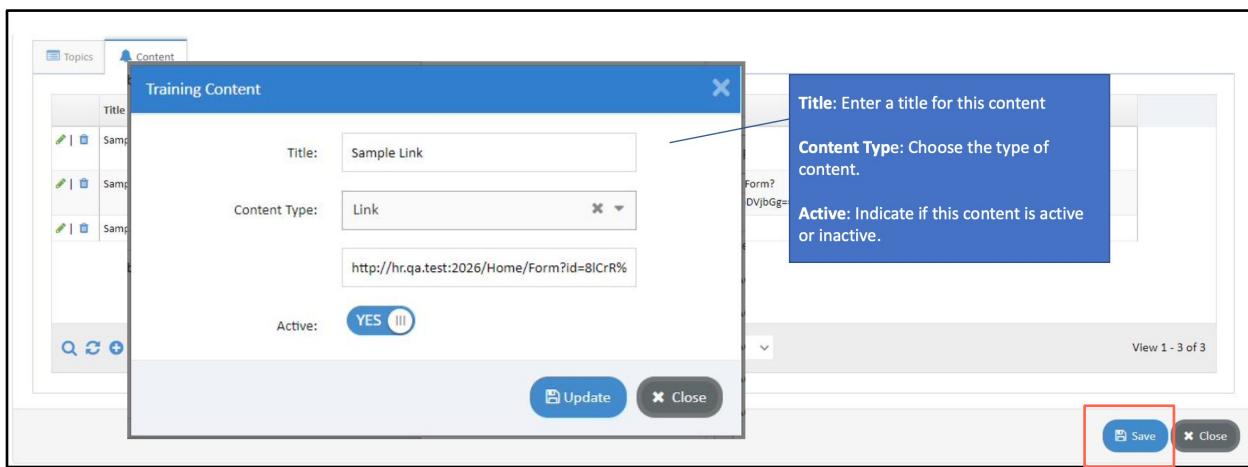
4. At the bottom part, you will see a text box where you can enter the Topics of the training



5. On the next tab, you may also add the Contents of the training by clicking the "Add Button". Note that you can add multiple of contents here.



6. Enter the Title of Content, then select what type of file you will upload.
(PDF, VIDEO, POWERPOINT, LINK and OTHERS)
7. Indicate if “Active” or “Inactive”.
8. CLICK “Update”.
9. Click “Save”.



► Training Program

Training Programs let you specify which trainings should be taken by a particular Job Position or Job Level.

How to Setup Training Program?

1. Click Personnel Development > Training Setup > Training Program List.

The screenshot shows the 'everything at work' HRIS dashboard. On the left, a vertical navigation menu is open under 'Personnel Development' > 'Training Set Up' > 'Training Program'. A large blue arrow points from the top-left towards this menu item. The main dashboard area features three cards: '36 Open Requests' (blue), '0 Documents Processed (YTD)' (red), and '0 Document for Claiming' (grey). Below these are two charts: 'Manpower Complement' (bar chart) and 'Headcount by Employee Type' (horizontal bar chart).

Manpower Complement

Category	Value
Jan 1 - Oct 20	220
Oct 20	240

Headcount by Employee Type

Type	Count
Manager	100
Employee	100

Headcount by Length of Service

A pie chart divided into four segments: dark brown, orange, light blue, and yellow. The light blue segment is the largest, followed by orange, dark brown, and yellow.

2. Add a Training Program. There are 2 ways to add a training program:



Add a new record



Upload a spreadsheet file containing a batch of records, there is a template provided for here.

Personnel Development > Training Program List

Training Program List »

Basis	Basis Value	Department	Recommended Training
Job Position	HR Specialist	HR, OD and Legal	2

Add a new record

Upload a spreadsheet file containing a batch of records, there is a template provided for here.

2 ways to add a Training program



1. Add a new record:

- Specify the job level/ job position and its corresponding Department you are planning to make a training program for.
- Click “Add” button at the bottom part to add trainings fit for this position.

Personnel Development > Training Program

Training Program »

Category	Training Code	Description	Pre-requisite/s	Target Schedule	Priority
For:	Job Position	Job Position	Department:	HR, OD and Legal	
Job Position:	HR Supervisor				

A. 

B. 
Page 1 of 0 | 15 | No records to view
 

C. Select a training for the job position / level. Please note that the trainings appearing here is based on the training's entity or target attendees. For example, the NEWGEN Training is set for all job positions, that is why this training is appearing here.
Go back to "How to set up a new training" for reference.

Training Program

Training: Please select C.

Training Category:

Description: FIN101
HR ANALYTICS
STRATEGIC HR LEADERSHIP

Pre-requisite/s:

Target Schedule: Please select

Priority:

Save Close

D. Select "Target Schedule" and set "Priority" level.
E. Click "Save".

Training Program

Training: STRATEGIC HR LEADERSHIP

Training Category: Skills Training

Description: STRATEGIC HR LEADERSHIP

Pre-requisite/s: HR ANALYTICS

Target Schedule: Within the 3rd year D.

Priority: 5

Save Close

F. Going back to the “Training Program” module, you will see that the Training program for HR Specialist is now existing. If you want to add more trainings to this program, click the “PENCIL” icon to edit.

The screenshot shows a table with four columns: Basis, Basis Value, Department, and Recommended Training. The first row contains "Job Position" under Basis, "HR Specialist" under Basis Value, "HR, OD and Legal" under Department, and the number "2" under Recommended Training. Below the table is a toolbar with search and filter icons, and at the bottom right is the text "View 1 - 1 of 1".

Basis	Basis Value	Department	Recommended Training
Job Position	HR Specialist	HR, OD and Legal	2

G. You will now see the list of existing trainings under the job position HR Specialist here. Click the (+) button to add more. **Please refer to letter C to E Procedure for the adding.**

The screenshot shows a table with columns: Category, Training Code, Description, Pre-requisite/s, Target Schedule, and Priority. Two rows are listed: "Skills Training" with code "HR ANALYTICS" and description "HR ANALYTICS", and "Skills Training" with code "STRATEGIC HR LEADERSHIP" and description "STRATEGIC HR LEADERSHIP". Above the table, filters are set for "For: Job Position" and "Department: HR, OD and Legal". Below the table is a toolbar with search and filter icons, and at the bottom right is the text "View 1 - 2 of 2". A red arrow points to the "+" button in the toolbar.

Category	Training Code	Description	Pre-requisite/s	Target Schedule	Priority
Skills Training	HR ANALYTICS	HR ANALYTICS	NEW EMPLOYEES TRAINING	Within the first month	
Skills Training	STRATEGIC HR LEADERSHIP	STRATEGIC HR LEADERSHIP	HR ANALYTICS	Within the 3rd year	



2. Upload a spreadsheet file containing a batch of records, there is a template provided for here.

A. Click “Download Template” button so you can edit the template.

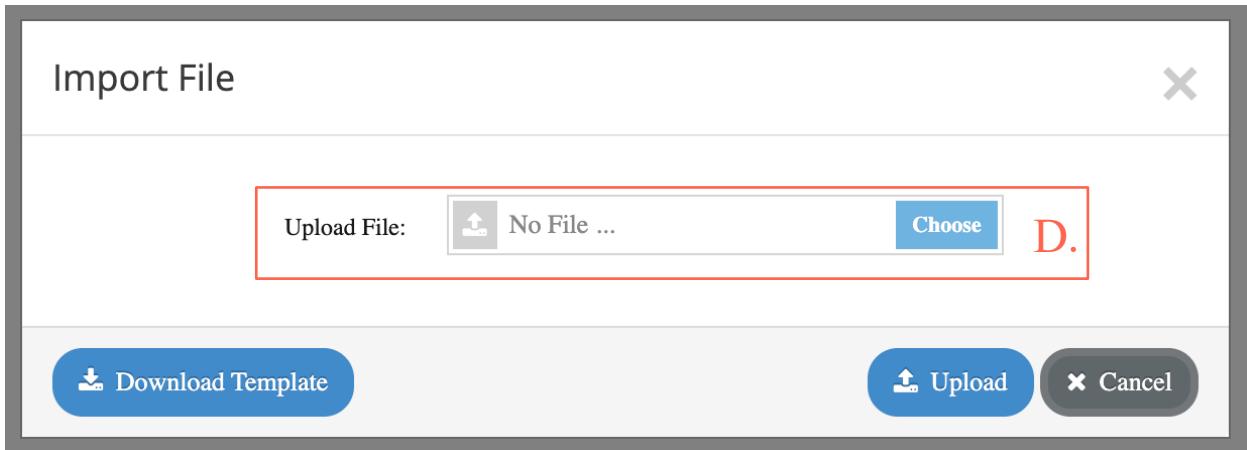
B. Edit the template and enter the necessary informations. There is a dropdown menu on each cell for its corresponding values per column.

C. Save the file with .xlsx format.

This is how the template looks like:

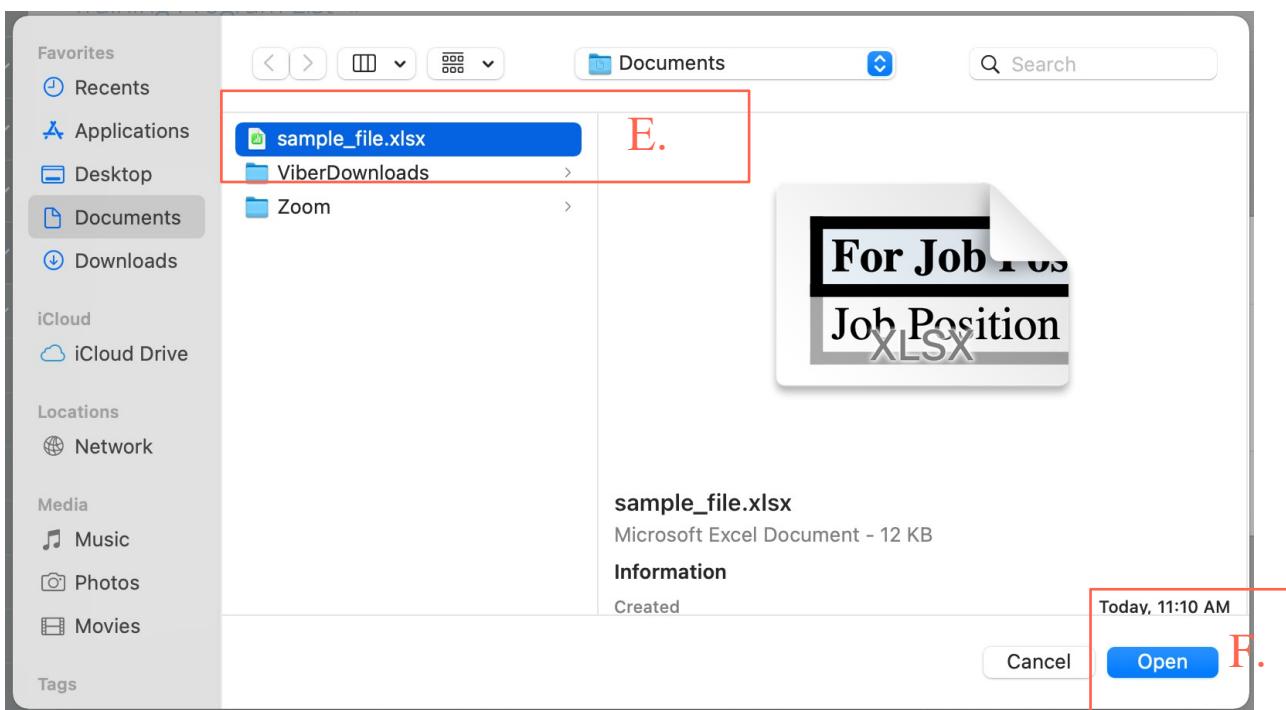
For Job Position/Job Level	Job Position/Job Level	Department	Training	Target Schedule	Priority
Job Position	HRS	HROD	STRATEGIC	Within the 3rd year	5
Specify if you are creating for a job position or a job level Ex.: Job Position	Choose the specific job position / job level code Ex: HR Specialist	Choose Department code Ex: HR/OD	Choose a training code Ex: STRATEGIC HR LEADERSHIP	Select a target schedule Ex: Within the 3rd year	Set a priority level Ex: 5 (highest)

D. To upload the file, click “Choose”.

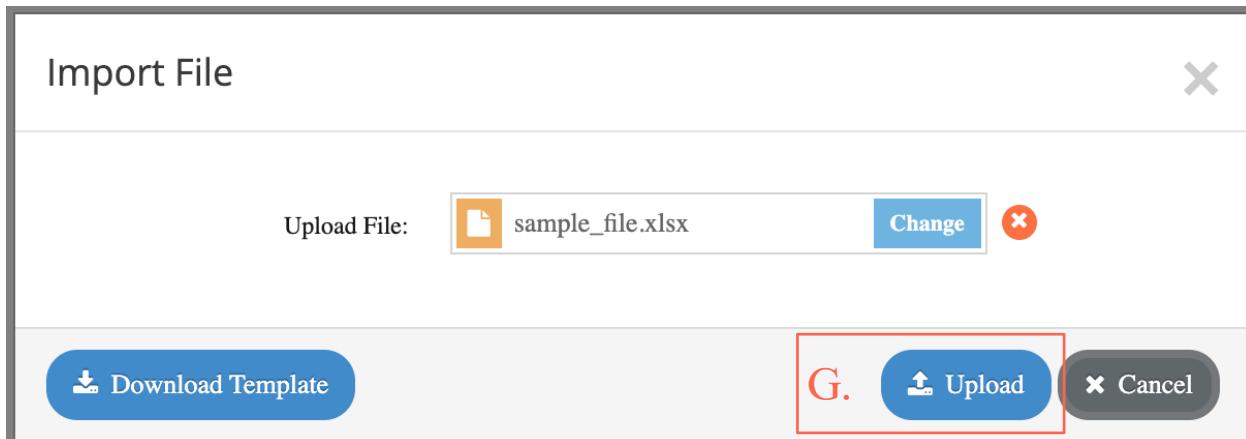


E. Go to the directory where the file is saved and select the file.

F. Click “Open” to proceed.



G. Click “Upload” to proceed on uploading.



The program list will then be updated if there is no error on the file.

Employee Training Program

Employee Training Program

Training Programs can be assigned and customized for each employee.

How to add Employee Training Program?

1. On the left side, go to Personnel Development > Employee Training Program

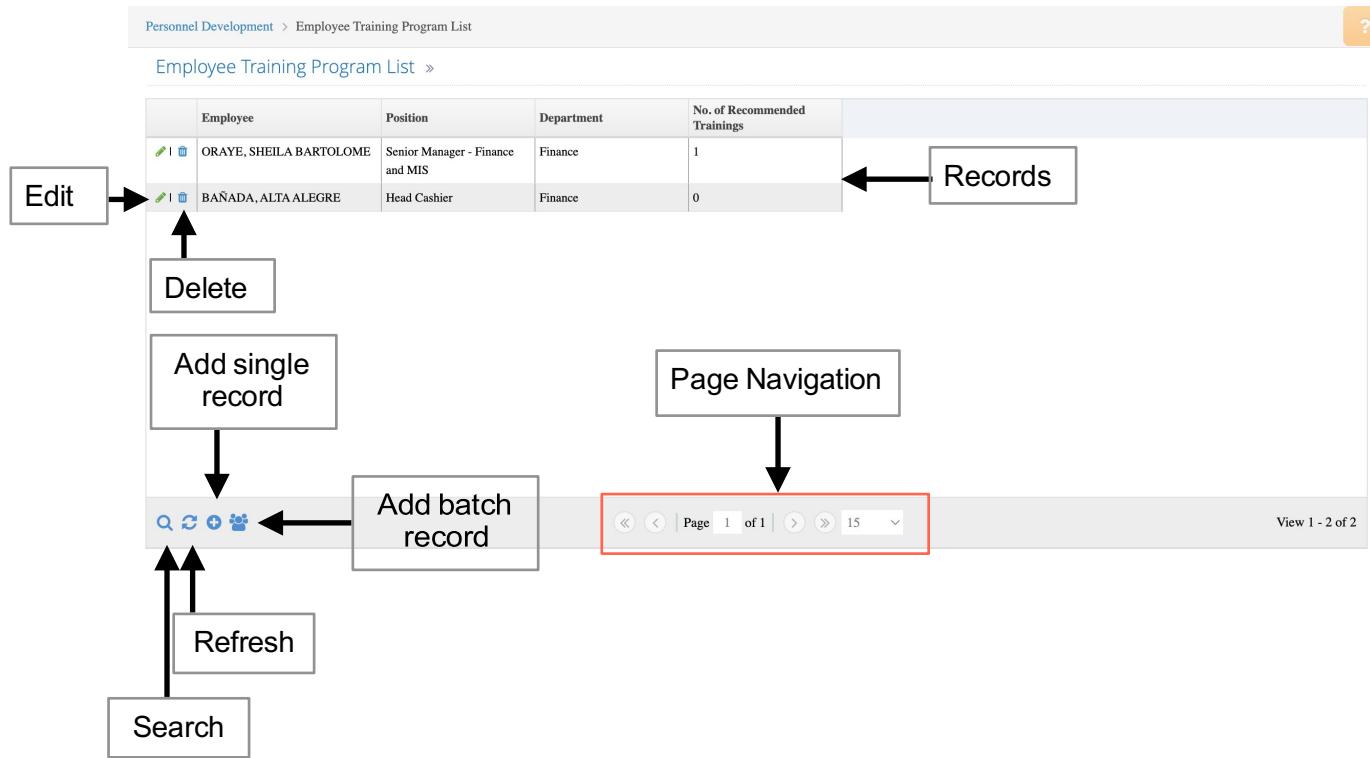
The screenshot shows the HRIS dashboard with a sidebar menu on the left. The 'Personnel Development' section is expanded, and the 'Employee Training Program' option is selected and highlighted with a red box. A large black arrow points from the text '1.' in the previous slide to this highlighted menu item. The main content area displays several reports: 'Manpower Complement' (a bar chart), 'Headcount by Employee Type' (a horizontal bar chart), 'Headcount by Length of Service' (a pie chart), and two summary boxes for 'Memorandum and Announcement' and 'Task List', both of which state 'No items on Whiteboard' or 'No tasks on Whiteboard'.

2. Choose either you want to add a “single record” or “batch of records”.

2 ways to add an Employee Training Program

 Single Record - lets you add 1 employee at a time.

 Batch Record - lets you add multiple employee at a time under same company, branch and department.





Add a Single Record:

- a. Enter employee name. Click the “...” button to show list of employees

Personnel Development > Employee Training Program

Employee Training Program »

Employee Name:	<input type="text"/>		Department:	<input type="text"/>
Job Position:	<input type="text"/>		Effective Date:	10/24/2022
Job Level:	<input type="text"/>			

	Position	Category	Training Code	Description	Pre-requisite/s	Target Schedule	Target Date

Page 1 of 0 | 15 | No records to view

Save Close

- b. Select an employee by clicking the (+) button on the left side.

Select Employee

	Employee No	Employee Name	Department	Branch
	224	LEONORAS, CRONICA CERYL ABANTO	Finance	Pasig Head Office
	416	BAÑADA, ALTA ALEGRE	Finance	Pasig Head Office
	284	BAZAR, SHARA MAE CERDA	Finance	Pasig Head Office
	424	BOO, RICARDO BENIGNOS	Finance	Pasig Head Office
	108	CALIGUIRAN, MARIFE BARRIENTOS	Finance	Pasig Head Office
	2284	CASARINO, JEMILLE ROSE JIMENEZ	Finance	Pasig Head Office
	261	Chua, Aileen Lee	Finance	Pasig Head Office
	2140	CRUZ, MARIANE ALLOCOD	Finance	Pasig Head Office
	195	DOON, MICHELLE DELA CRUZ	Finance	Pasig Head Office
	692	DRUCKER, MICHAELA DELIMA	Finance	Pasig Head Office
	2194	FAMILARA, ERIC ROBIN	Finance	Pasig Head Office

Page 1 of 4 | 15 | View 1 - 15 of 56

Close

- c. After selecting an employee, it will autofill the other fields corresponding to the employee's details (job position, department and effective date - current date as of creating)
- d. Click the (+) button to add a training for this employee.

Personnel Development > Employee Training Program

Employee Training Program »

C.

Employee Name:	CASARINO, JEMILLE ROSE JIMENEZ	...	Department:	Finance
Job Position:	Junior Accountant		Effective Date:	10/24/2022
Job Level:	SL2			

D.

Position	Category	Training Code	Description	Pre-requisite/s	Target Schedule	Target Date
Junior Accountant	Onboarding Training	NEWGEN	Training for new employees.		Within the first month	

View 1 - 1 of 1

Save Close

Employee Name: CASARINO, JEMILLE ROSE JIMENEZ Department: Finance

Job Position: Junior Accountant Effective Date: 10/24/2022

Job Level: SL2

Position: Junior Accountant Category: Onboarding Training Training Code: NEWGEN Description: Training for new employees. Pre-requisite/s: Target Schedule: Within the first month Target Date:

e. Trainings available for this employee depending on his/her position will show. Select trainings for this employee by ticking the check boxes and click the add button (button 1) at the bottom part. OR a fast way to add a single training is to click the (+) button before the training name (button 2)

	Category	Training Code	Basis	Description	Pre-requisite/s
<input type="checkbox"/>	Onboarding Training	NEWGEN	Job Position	Training for new employees.	ONE
<input type="checkbox"/>	Skills Training	BKP	Job Position	Book keeping refresher training	
<input type="checkbox"/>	Skills Training	FIN-AC	Job Position	Financial Accounting	

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 button 1
« « » » | Page 1 of 1 | »» 15 ▼

✖ Close

f. A preview of newly added training for this employee will appear, click “Save”.

Personnel Development > Employee Training Program

Employee Training Program »

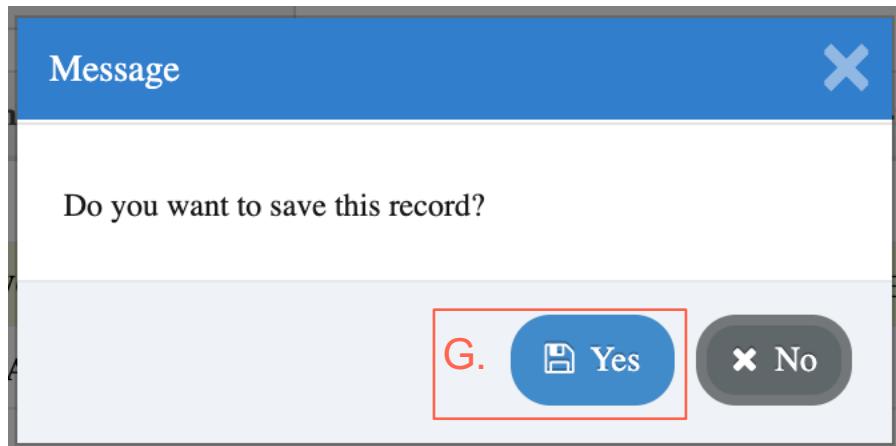
Employee Name:	CASARINO, JEMILLE ROSE JIMENEZ	...	Department:	Finance
Job Position:	Junior Accountant		Effective Date:	10/24/2022
Job Level:	SL2			

	Position	Category	Training Code	Description	Pre-requisite/s	Target Schedule	Target Date
<input checked="" type="checkbox"/> trash	Junior Accountant	Skills Training	BKP	Book keeping refresher training		Within the 2nd year	
<input checked="" type="checkbox"/> trash	Junior Accountant	Onboarding Training	NEWGEN	Training for new employees.	ONE	Within the first month	
<input checked="" type="checkbox"/> trash	Junior Accountant	Skills Training	FIN-AC	Financial Accounting		Within the first 6 months	

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« « » »» | Page 1 of 0 | »» 15 ▼
F.
Save
✖ Close

View 1 - 3 of 3

g. Click "Yes"



The employee will now appear on the list.

Employee Training Program List				
	Employee	Position	Department	No. of Recommended Trainings
	ORAYE, SHEILA BARTOLOME	Senior Manager - Finance and MIS	Finance	1
	BAÑADA, ALTA ALEGRE	Head Cashier	Finance	0
	CASARINO, JEMILLE ROSE JIMENEZ	Junior Accountant	Finance	1
	CRUZ, MARIANE ALLOCOD	Junior Accountant	Finance	3



Add a Batch Record:

This is used when you are about to add multiple employees of the same company, branch, department to the same training/s.

- a. On the left side, choose company, branch, department, job rank, job level and position to filter the names appearing on the results on the right.
- b. Put a check on the names that you want to include.
- c. Click “Next”.

The screenshot shows a process flow for adding a batch record. It consists of three main steps:

- 1. Select Employees**: A modal window titled "Select Employees" contains a search bar labeled "Filter Employees" and several dropdown filters: Company (Evolve Tech Lifestyle, Inc.), Branch (Pasig Head Office), Department (Finance), Job Rank (Please select), Job Level (Please select), and Position (Junior Accountant). A red box highlights this step, labeled "A."
- 2. View Generated Employee Training Programs**: This step shows a list of employee names with checkboxes next to them. Some names have checkboxes checked, indicating they are selected. The list includes: ALBES, NOREEN SHANE C., AMADO, CHRISTINE GRACE M., AMPARO, ELISHA S., ARIOLA, CELINE C., BASCO, ANGELA Q., BIÑAS, JORICA M., BONIFACIO, RIANZA I., CASARINO, JEMILLE ROSE J., and CRUZ, MARIANE A. A red box highlights this step, labeled "B."
- 3. Success**: This is the final step, indicated by a circular icon with the number 3. A red box highlights this step, labeled "C."

At the bottom of the interface, there are "Prev" and "Next" buttons, and a "Close" button for the "Select Employees" modal.

d. Select Target schedule

e. Select trainings that should not be included and click “delete”.

f. Click “Next” (the remaining trainings are what will be included on the employee program)

Personnel Development > Employee Training Program Batch

Employee Training Program Batch »

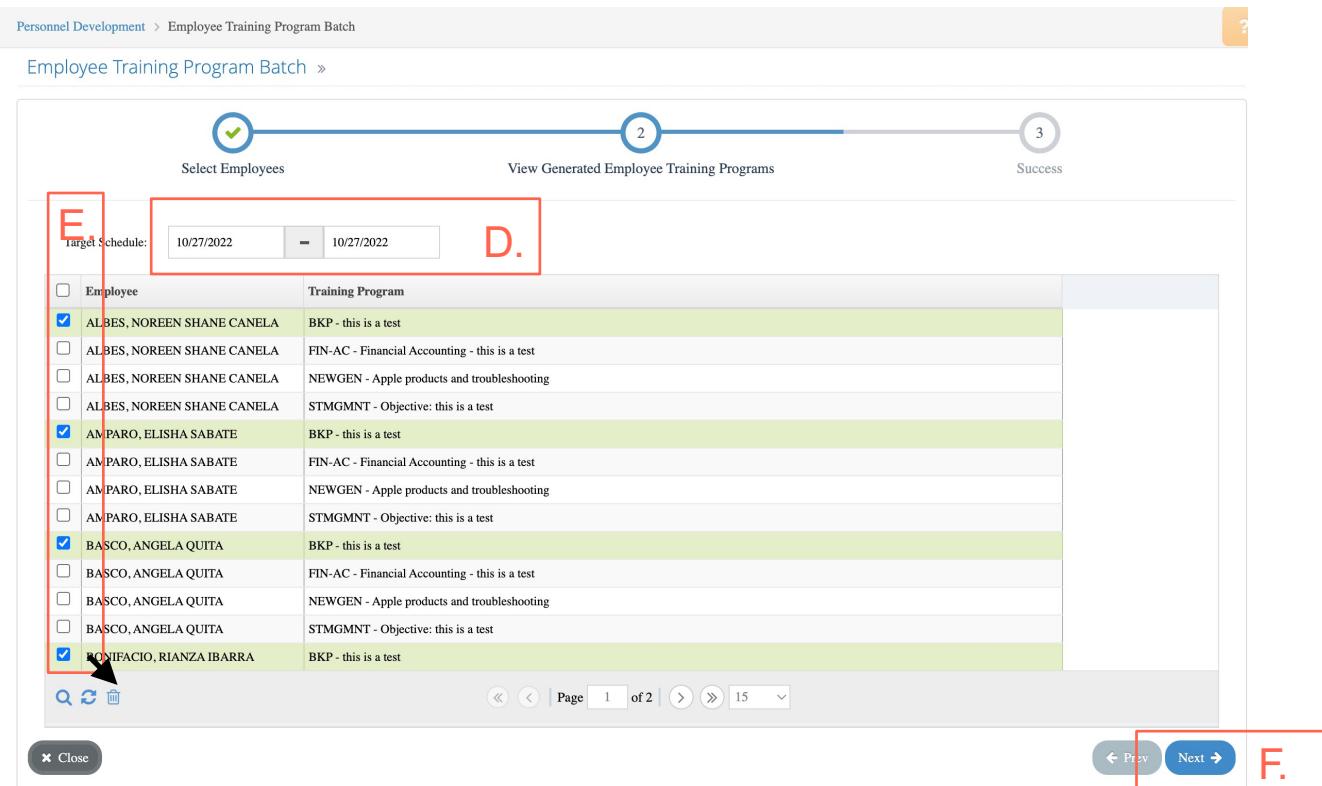
1. Select Employees 2. View Generated Employee Training Programs 3. Success

Target Schedule: 10/27/2022 - 10/27/2022 D.

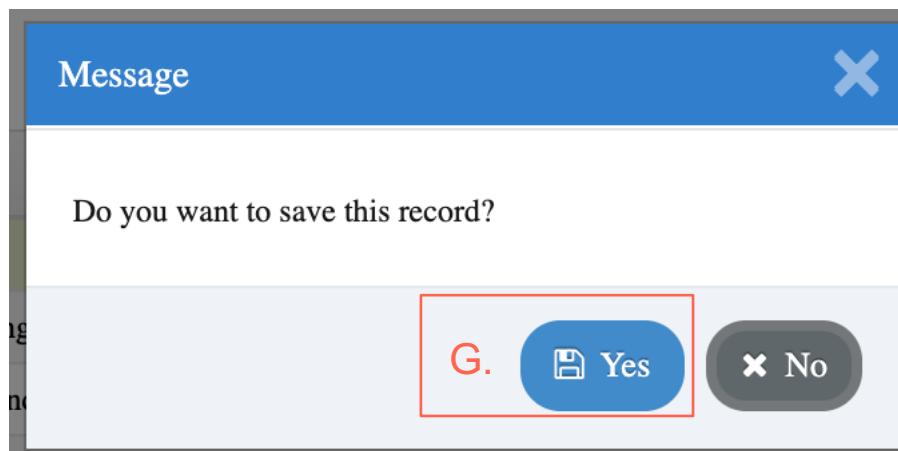
Employee	Training Program
<input type="checkbox"/> ALBES, NOREEN SHANE CANELA	BKP - this is a test
<input type="checkbox"/> ALBES, NOREEN SHANE CANELA	FIN-AC - Financial Accounting - this is a test
<input type="checkbox"/> ALBES, NOREEN SHANE CANELA	NEWGEN - Apple products and troubleshooting
<input type="checkbox"/> ALBES, NOREEN SHANE CANELA	STMGMT - Objective: this is a test
<input checked="" type="checkbox"/> ANPARO, ELISHA SABATE	BKP - this is a test
<input type="checkbox"/> ANPARO, ELISHA SABATE	FIN-AC - Financial Accounting - this is a test
<input type="checkbox"/> ANPARO, ELISHA SABATE	NEWGEN - Apple products and troubleshooting
<input type="checkbox"/> ANPARO, ELISHA SABATE	STMGMT - Objective: this is a test
<input checked="" type="checkbox"/> BASCO, ANGELA QUITA	BKP - this is a test
<input type="checkbox"/> BASCO, ANGELA QUITA	FIN-AC - Financial Accounting - this is a test
<input type="checkbox"/> BASCO, ANGELA QUITA	NEWGEN - Apple products and troubleshooting
<input type="checkbox"/> BASCO, ANGELA QUITA	STMGMT - Objective: this is a test
<input checked="" type="checkbox"/> CONIFACIO, RIANZA IBARRA	BKP - this is a test

🔍 🔍 🗑️ Page 1 of 2 15

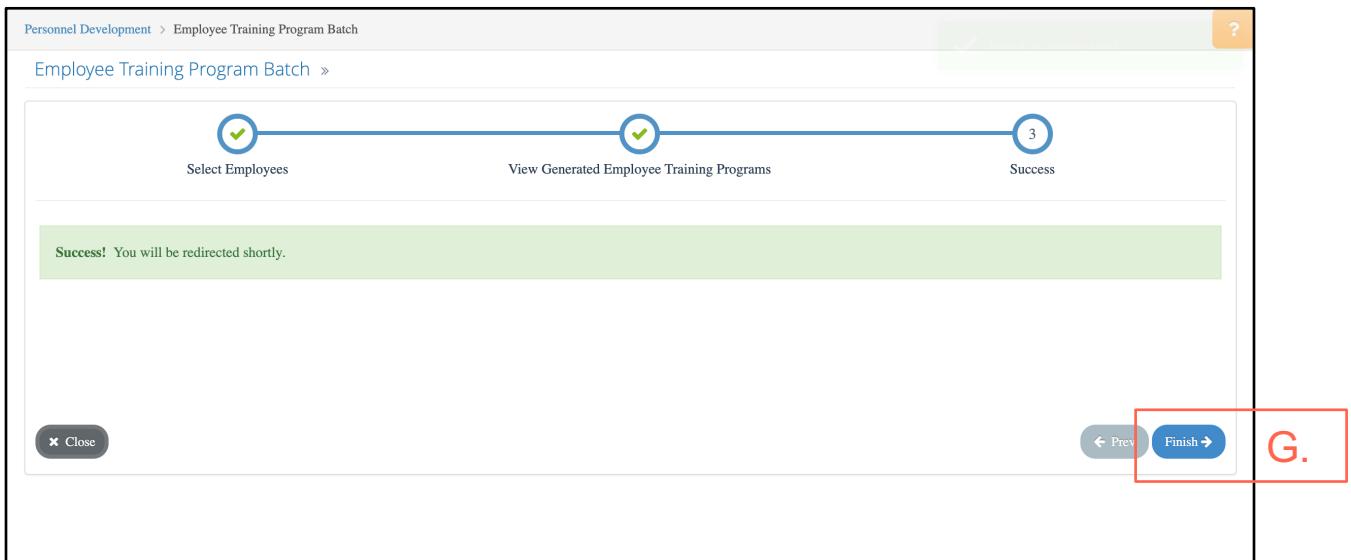
✖ Close ⏪ Prev Next ⏩ F.



g. A message will appear, click “Yes” to save the record.



h. This should appear if the adding of batch is successful. Click “Finish”



How to add/delete trainings to an existing Employee Program?

1. Click the Edit button on the left side.

The screenshot shows a table of employee training programs. The first row, which includes a red box around the 'Edit' icon, is highlighted. The table has columns for Employee, Position, Department, and No. of Recommended Trainings. The data is as follows:

	Employee	Position	Department	No. of Recommended Trainings
	ORAYE, SHEILA BARTOLOME	Senior Manager - Finance and MIS	Finance	1
	BAÑADA, ALTA ALEGRE	Head Cashier	Finance	0
1.	CASARINO, JEMILLE ROSE JIMENEZ	Junior Accountant	Finance	1
	CRUZ, MARIANE ALLOCOD	Junior Accountant	Finance	3
	ALBES, NOREEN SHANE CANELA	Junior Accountant	Finance	4
	AMPARO, ELISHA SABATE	Junior Accountant	Finance	4
	BASCO, ANGELA QUITA	Junior Accountant	Finance	4
	BONIFACIO, RIANZA IBARRA	Junior Accountant	Finance	4

2. You may now edit / add / manual add a training.

You may edit the training and enter the actual schedule of training and the rating after the training

Position: Junior Accountant

Category: Onboarding Training

Training Code: NEWGEN

Description: Training for new employees.

Pre-requisite/s: ONE

Target Schedule: Within the first month

Effective Date: 10/24/2022

Department: Finance

Job Level: SL2

You may delete a training for this employee by clicking the trash bin on the side.

Manually add a training, where you will type in the details of the training.

You may add another training here.

Manually add trainings to an existing Employee Program

How to setup employee training programs

When manually adding a training to the training program, enter the following:

Training Code: Enter a code for this training

Training Category: Enter a category for this training

Description: Enter a description for this training

Pre-requisite/s: Enter any training prerequisites

Target Schedule: Enter the target schedule when this should be completed

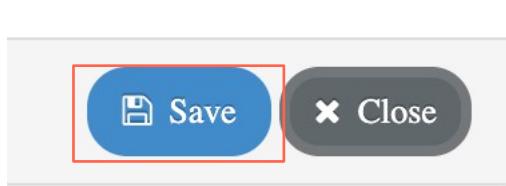
Actual Schedule: Once the employee has taken the training, you can enter the actual schedule here

Rating: Once the employee has completed the training, you can enter their rating here

Attach File: Attach a file here (if applicable)

Source: This will automatically be set to **Manual** since it was manually entered

3. When done adding/deleting/ manual adding of trainings, click “Save” to reflect changes.



Training Schedule

Training Schedule

Trainings can be scheduled and be posted to the Training Calendar.

How to setup a training schedule?

1. On the left side, go to Personnel Development > Training Schedule

Code	Title	Status	Start Date	End Date	Time	Venue	Max No. Of Trainees	No. Of Enrollees
BOT-TMM	2222	Cancelled	11/04/2021	11/05/2021	4:03PM - 4:03PM	2	2	0
Strategic HR Management and Planning	Strategic HR Management and Planning	Posted	09/21/2020	09/21/2020	8:00AM - 12:00PM	Home	10	0
BOTP-CP (Company Profile)	WEBINAR training	Posted	11/03/2020	11/03/2020	3:11PM - 3:11PM	home	50	0
BOTP-CP (Company Profile)	WEBINAR training	Posted	11/03/2020	11/03/2020	3:44PM - 3:44PM	home	50	0
BOTP-CP (Company Profile)	Training for savings	Posted	11/03/2020	11/03/2020	3:50PM - 3:50PM	home	10	0
BOTP-CP (Company Profile)	Training for savings	Posted	11/03/2020	11/05/2020	3:53PM - 6:00PM	home	10	0
Company Rules and Regulation	TEST ONLY	Posted	12/02/2020	12/02/2020	8:00AM - 12:00PM	test	15	0
Coaching and Mentoring	Coaching Training	Posted	06/20/2022	06/24/2022	1:00PM - 3:00PM	Zoom Meeting	10	0
Coaching and Mentoring	Coaching Training	Posted	06/21/2022	06/24/2022	2:00PM - 3:00PM	Zoom	10	6
Coaching and Mentoring	Coaching	Posted	04/13/2022	04/15/2022	4:30AM - 4:02PM	RCBC Building	2	8

2. Click the add button (+) to add a new schedule.

Code	Title	Status	Start Date	End Date	Time	Venue	Max No. Of Trainees	No. Of Enrollees
BOT-TMM	2222					2	2	0
Strategic HR Management and Planning	Strategic HR Management and Planning					Home	10	0
BOTP-CP (Company Profile)	WEBINAR training					home	50	0
BOTP-CP (Company Profile)	WEBINAR training					home	50	0
BOTP-CP (Company Profile)	Training for savings					home	10	0
BOTP-CP (Company Profile)	Training for savings	Posted	11/03/2020	11/05/2020	3:53PM - 6:00PM	home	10	0
Company Rules and Regulation	TEST ONLY					test	15	0
Coaching and Mentoring	Coaching Training	Posted	06/20/2022	06/24/2022	1:00PM - 3:00PM	Zoom Meeting	10	0
Coaching and Mentoring	Coaching Training	Posted	06/21/2022	06/24/2022	2:00PM - 3:00PM	Zoom	10	6
Coaching and Mentoring	Coaching	Posted	04/13/2022	04/15/2022	4:30AM - 4:02PM	RCBC Building	2	8

3. Enter company, department, training code, classification, title and max number of trainees for this training.

Training Schedule »

Company: EVOLVE TECH LIFESTYLE, INC. Branch: Pasig Head Office
Department: MIS TEAM Title: TRAINING
Training Code: 03 - 01 LEADERSHIP TRAINING Max No. of Trainees: 20
Training Classification: LEADERSHIP TRAINING Status: Draft 0/20 slots filled up

Company: Select the company
Department: Select the department
Training code: Select the training that you want to schedule.
Training Classification: Select the classification for this training.
Title: Enter a title for this training schedule
Max No. of Trainees: Enter the maximum number of attendees allowed for this training schedule.
Slots: This will show the number of available slots left.
Status: This will show the status of this training schedule.

Date: [] Time: [] Training Location: Please select

Training Type: [] Training Method: [] Training Provider: [] Instructor: [] Employee Instructor: []

No. of Lead Days: [] days File Attachment: [] No File ... Choose

Available to all: [] NO Training Certificate Template: CERTIFICATE Sample

Allow late enrollees: [] NO Training Agreement Template: Please select

Post Cancel Postpone Save

4. Under Details tab, you will need to fill the details of the training such as below:

Training Schedule »

Company: EVOLVE TECH LIFESTYLE, INC. Branch: Pasig Head Office
Department: MIS TEAM Title: TRAINING
Training Code: 03 - 01 LEADERSHIP TRAINING Max No. of Trainees: []

Date: 09/12/2025 **Time:** 8:00 AM - 11:30 AM Date: Enter the date range when the training will take place
Time: Enter the start time and end time for the training

Training Type: In-house **Training Method:** Classroom-type Lecture **Training Provider:** TBA **Instructor:** TBA

Employee Instructor: [] **No. of Lead Days:** 3 days **Available to all:** YES **Allow late enrollees:** YES

Date: 09/15/2025 **Time:** 8:00 AM - 11:30 AM

Training Type: Choose if it will be done in-house or external.
Training Method: Select the training method.
Training Provider: Enter the name of the training provider.
Instructor: Enter the name of the instructor (if outside the organization)
Employee Instructor: if the instructor is someone from within the organization, choose the employee No. of Lead Days: Enter the number of lead days required for someone to enlist in this training schedule.
Available to all: Indicate if this training will be available to all employees even if it is not part of their training program.
Allow late enrollees: Indicate if people can still enroll even if the training has already started.

Post Cancel Postpone Save

Training Schedule »

Company: EVOLVE TECH LIFESTYLE, INC.

Branch: Pasig Head Office

Title: TRAINING

No. of Trainees: 20

Status: Draft

Training Location: select if the training location is Domestic or Abroad

Venue: Enter the venue of the training

Details: Enter other details about the training venue

Requirements: Enter any requirements for the training

Terms of Service: Indicate the terms of service

Bond: Indicate the training bond amount (if any)

File Attachment: You may upload a file or document about the training

Training Certificate Template: Select the template that will be used for generating the training certificate that can be issued to each attendee. Training certificates can be setup in the Template Builder Module.

Training Agreement Template: a document template used for creating formal agreements between the company and employees who participate in training programs.

Post

Save

0/20 slots filled up

Training Location: Domestic

Venue: ABC Training Center

Details:

Requirements: Laptop

Terms of Service: 6 months

Bond: 10,000.00

File Attachment: No File ... **Choose**

Training Certificate Template: CERTIFICATE Sample **Edit**

Training Agreement Template: Training Agreement **Edit**

5. On the Training Agenda tab, you can set an agenda for each day of the training. Click the (+) button to add.

Company: EVOLVE TECH LIFESTYLE, INC.

Branch: Pasig Head Office

Title: TRAINING

Max No. of Trainees: 20

Status: Draft

Training Code: 03 - 01 LEADERSHIP TRAINING

Training Classification: LEADERSHIP TRAINING

Training Agenda

This is where you can enter the training agenda for each day

Day	Date	Time	Activity	Instructor
1	09/12/2025	8:00 AM - 11:00 AM	Introduction	TBA
2	09/13/2025	8:00 AM - 11:00 AM	Leadership Training	TBA

Click on pencil icon to edit a row

Click on trash icon to delete a row

Click on the add button to add a row

Post **Cancel** **Postpone** **Save**

- This window will appear, fill the date, time, activity for that day and the instructor.
- Click the “Update” button.

Training Schedule »

Company: EVOLVE TECH LIFESTYLE, INC. Branch: Pasig Head Office

Training Agenda

Day: 2

Date: 09/13/2025

Time: 8:00 AM - 11:00 AM

Activity: Leadership Training

Instructor: TBA

Update Close

Day: This will automatically start at 1 and will increment for each day

Date: Enter the date for this activity

Time: Enter the start time and end time for this activity

Activity: Enter the activity

Instructor: Enter the name of the person or instructor who will handle the activity

0/20 slots filled up

Status: Draft

- Click “Post” button on the left-bottom part.

Training Schedule »

Company: EVOLVE TECH LIFESTYLE, INC. Branch: Pasig Head Office

Department: MIS TEAM Title: TRAINING

Training Code: 03 - 01 LEADERSHIP TRAINING Max No. of Trainees: 20

Training Classification: LEADERSHIP TRAINING

Details Training Agenda Enrollees Training Cost Employee Options Feedback

Date: 09/12/2025 - 09/15/2025

Time: 8:00 AM - 11:30 AM

Training Type: In-house External

Training Method: Classroom-type Lecture

Training Provider: TBA

Instructor: TBA

Employee Instructor:

No. of Lead Days: 3 days

Available to all: YES

Allow late enrollees: YES

Training Location: Domestic

Venue: ABC Training Center

Details:

Requirements: Laptop

Terms of Service: 6 months

Bond: 10,000.00

File Attachment: No File ... Choose

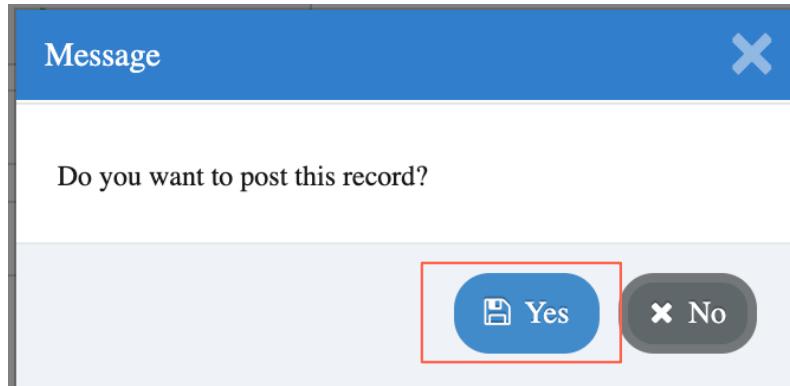
Training Certificate Template: CERTIFICATE Sample

Training Agreement Template: Training Agreement

Post Cancel Postpone

Once you are done entering the training details, click the Post button to post the training to the training calendar. It can then be seen by employees who can choose to enroll in it.

9. Click “Yes”.



10. Once the training is posted, you may now select employees who can join this training at the “Enrollees” tab.

Note that the employees that will appear here is based on the job positions selected for that training, unless the available for all is checked on the “Details” tab.

This is where you can see who has enrolled in this training, as well as the status of their enrollment. Once they have completed the training, you can also update their scores here, as well as view their training evaluation results and satisfaction survey.

Employee Name	Position	Department	Status	Rating	Completion Status
Ortega Belenski	HR Staff	Human Resources	Approved	5.00	Completed
Aabon Aya Faking	HR Assistant	Administration	Approved	0.00	
Brubaker Yael W	Senior Accountant	Finance	Waitlisted	0.00	
Chin Joaquin B	Junior Accountant	Finance	Waitlisted	0.00	
Sommer Christiane A	Assistant Supervisor	Finance	Waitlisted	0.00	
Freedman Ernie C	Junior Accountant	Finance	Waitlisted	0.00	
Fine Eugene S	Executive Director	Finance	Waitlisted	0.00	
Dumlao Aya Gomez	HR Staff	Human Resources	Disapproved	0.00	

The screenshot shows a table of enrollees with a red box highlighting the first row. The columns are Employee Name, Position, Department, Status, Rating, and Completion Status. The first row has a green 'Approved' status, a rating of 5.00, and a green 'Completed' completion status. A blue callout box on the right provides a detailed description of each column.

Employee Name	Position	Department	Status	Rating	Completion Status
Ortega Belenski	HR Staff	Human Resources	Approved	5.00	Completed
Aabon Aya Faking	HR Assistant	Administration	Approved	0.00	
Brubaker Yael W	Senior Accountant	Finance	Waitlisted	0.00	
Chin Joaquin B	Junior Accountant	Finance	Waitlisted	0.00	
Sommer Christiane A	Assistant Supervisor	Finance	Waitlisted	0.00	
Freedman Ernie C	Junior Accountant	Finance	Waitlisted	0.00	
Fine Eugene S	Executive Director	Finance	Waitlisted	0.00	
Dumlaor Aya Gomez	HR Staff	Human Resources	Disapproved	0.00	

Employee Name: This will show the name of the enrollees

Position: This will show each enrollee's position

Department: This will show each enrollee's department

Status: This will show the status of their training registration

Rating: This will show their score for this training

Completion Status: This will show if they were able to complete the training

11. Click the add button (+) to manually add attendees to this training.

The screenshot shows the same table of enrollees as the previous screenshot. A blue callout box with the following text is overlaid on the 'Add' button in the toolbar:

Click on the ADD button to manually add attendees to this training. Please note that you cannot add attendees once the training has started and the Allow Late Enrollees option is disabled.

12. Put a check on employees that is included in this training.
13. Click the (+) button to add the selected employees.

How to setup a training schedule

Select Employee

<input type="checkbox"/>	Employee No.	Employee Name	Department	Position
<input type="checkbox"/>	1114	Delia, Nelly Amid	Human Resources	HR Assistant
<input type="checkbox"/>	1116	Dumlao, Aya Gomez	Human Resources	HR Staff
<input type="checkbox"/>	1117	Abranacio, John Lee	Information Technology	Audit Staff
<input checked="" type="checkbox"/>	2111	Elanbo, Crizta Mayo	Human Resources	HR Staff
<input checked="" type="checkbox"/>	XV12	Etamio, Ariza	Human Resources	HR Staff
<input checked="" type="checkbox"/>	XY1001	Sommer, Christiane A	Finance	Assistant Supervisor
<input checked="" type="checkbox"/>	XY1002	Chin, Joaquin B	Finance	Junior Accountant
<input type="checkbox"/>	XY1003	Freedman, Ernie C	Finance	Junior Accountant
<input type="checkbox"/>	XY1004	Fine, Eugene S	Finance	Executive Director
<input type="checkbox"/>	XY1005	Brubaker, Yael W	Finance	Senior Accountant
<input type="checkbox"/>	XY1006	Mattson, Norbert A	Information Technology	Technician
<input type="checkbox"/>	XY1007	Guidry, Else E	Information Technology	Operations Supervisor
<input type="checkbox"/>	XY1008	Lujan, Zoila E	Marketing	Executive Director

Select the employee(s) that you want to add and click the ADD button.

Status: Posted

View 1 - 8 of 8

Post Cancel Postpone Save Close

14. You may set the training expenses under “Training Cost” tab. Click the (+) button to add an expense.

How to setup a training schedule

Training Schedule >

Training Code: Coaching and Mentoring

Training Classification: HR Training

Title: Coaching 101

Max No. of Trainees:

This is where you can enter the expenses for this training schedule. This will help you compute for the actual training cost per trainee.

Draft

0/20 slots filled up

Training Item Particulars Cost Type Cost Cost Per Trainee Total Cost

Facilitator	training fee	Lump sum	5,000.00	0.00	5,000.00
Venue	rental	Lump sum	2,500.00	0.00	2,500.00
Food&Beverages	Lunch	Per Trainee	100.00	100.00	100.00

Total : 7,600.00

Page 1 of 0 15

View 1 - 3 of 3

Click on the Pencil icon to edit a row

Click on the Trashcan icon to delete a row

Click on the Add button to add an expense

Post Cancel Postpone Save Close

15. Fill the following fields and click “Save”.

The screenshot shows the 'Training Cost' dialog box open over a 'Training Schedule' page. The dialog box contains fields for 'Training Item' (Venue), 'Particulars' (rental), 'Cost Type' (Lump sum), 'Trainees' (None selected), 'Item Cost' (2,500.00), 'Cost Per Trainee' (0.00), and 'Total Cost' (2,500.00). Below the dialog are buttons for 'Post', 'Cancel', and 'Postpone'. To the right is a blue help panel titled 'How to setup a training schedule' with sections on 'Training Item', 'Particulars', 'Cost Type', 'Trainees', 'Item Cost', 'Cost per Trainee', and 'Total Cost'.

The total of training expenses will appear at the bottom.

	Training Item	Particulars	Cost Type	Cost	Cost Per Trainee	Total Cost
	Facilitator	Training Fee	Lump sum	5,000.00	0.00	5,000.00
	Venue	Rental	Lump sum	2,500.00	0.00	2,500.00
	Food&Beverages	Lunch	Per Trainee	100.00	100.00	100.00
Total :						7,600.00
 « « » » Page 1 of 0 15 ▼						

16. Set employee options on the next tab “Employee Options”

The screenshot shows the 'Employee Options' tab of a training setup. A red box highlights the 'Allow Content Form' and 'Allow Feedback by' sections. A blue callout box provides instructions for these fields:

- Allow Content:** If online materials are available and setup for this training, indicate the date range when employees can access the training content.
- Allow Feedback by:** Indicate if employees are allowed to answer the Satisfaction Survey Form for this training, and the deadline for their feedback.

Other visible fields include Training Code (Coaching and Mentoring), Title (Coaching), Max No. of Trainees (2), Status (Posted), and buttons for Post, Cancel, Postpone, Save, and Close.

17. Click “Save”.

The screenshot shows the 'Employee Options' tab with evaluation settings highlighted by a red box. A blue callout box provides instructions for these fields:

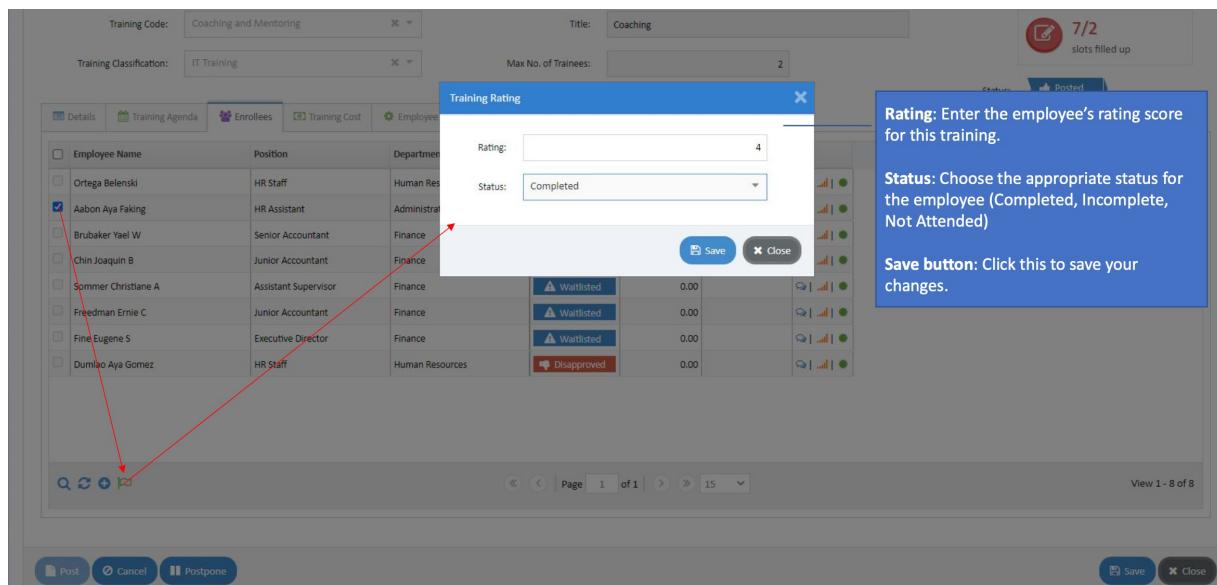
- Enable Evaluation:** Indicate if trainees can answer the training evaluation form, and which evaluation form will be used.
- Certification valid until:** Indicate if there is an end date for the certification of this training.

Other visible fields include Training Code (Coaching and Mentoring), Title (Coaching), Max No. of Trainees (2), Status (Posted), and buttons for Post, Cancel, Postpone, Save, and Close. The 'Save' button is circled in red.

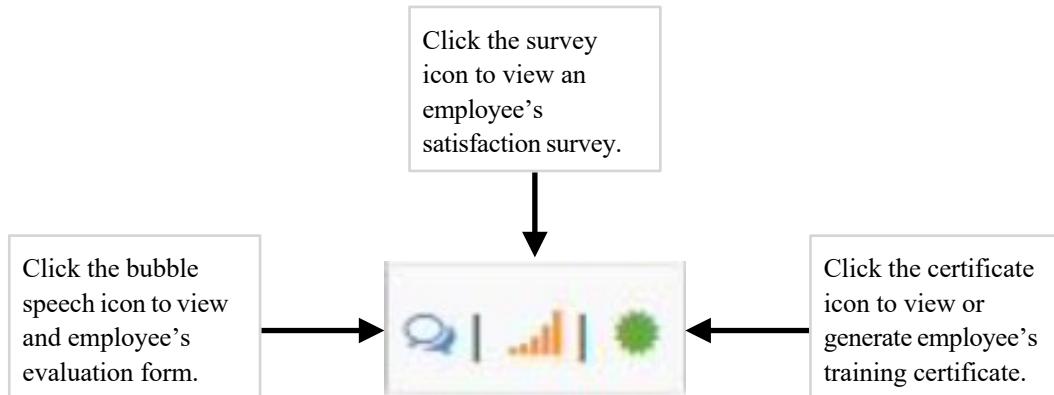
How to update employee's training status after the training?

Once the training is done, you may now update each trainees' rating and status:

1. Put a check on the employees then click the “green flag”.
2. Enter the employee's rating.
3. Select employee's training status (Status: Complete, Incomplete, Not Attended)
4. Click “Save”.



There are options on the right side where you can preview the evaluation form, satisfaction survey and the certificate for that training:



Sample Evaluation Form: (see page — for guide on how to create an evaluation form)

This is a sample of a Training Evaluation Form.

1. Name the 5 basic principles of coaching.

2. Coaching is a skill that can be learned by anybody
 True
 False

3. Giving advice is more important than listening
 True
 False

4. Describe 3 coaching strategies.

Page 1 6/10

Sample Survey Form: (see page — for guide on how to create a survey form)

This is a sample of a Training Satisfaction Survey Form.

1. How pleased were you with the training venue?
★ ★ ★ ★ ★

2. How effective was the instructor?
★ ★ ★ ★ ★

3. How relevant was the training to your job and responsibilities?
★ ★ ★ ★ ★

4. Would you recommend for your colleagues to attend this training?
★ ★ ★ ★ ★

5. What did you like about the training?

6. What can be improved with the training?

Page 1 7/20

Sample Training Certificate: (see page — for guide on how to create a certificate)



- End of Training Schedule -

Training Request

Training Request

Training requests from all posted trainings and its other details can be viewed here.

How to view training requests?

1. Go to Personnel Development > Training Request

The screenshot shows the 'everything at work' dashboard. On the left, a navigation menu is open under 'Personnel Development', with 'Training Request' selected. A large blue arrow points from the text '1. Go to Personnel Development > Training Request' to this selection. The main area displays several charts: 'Manpower Complement' (a bar chart with one prominent blue bar reaching over 200), 'Headcount by Employee Type' (a horizontal bar chart with a long green bar), and 'Headcount by Length of Service' (a pie chart divided into four segments). To the right, there are two sections: 'Memorandum and Announcement' (showing a red 'no items' icon) and 'Task List' (also showing a red 'no items' icon).

2. You may view all requests from different trainings here.

The screenshot shows the 'Training Request List' page. At the top, it says 'Personnel Development > Training Request List'. Below is a table with columns: Date Filed, Employee, Department, Title, Training Code, Schedule Date, Time, and Status. The table contains nine rows of data. A search bar labeled 'Search' is on the left, and a refresh button with a circular arrow is below it. A red box highlights the 'Page Navigation' at the bottom, which includes a navigation bar with arrows and a page number indicator 'Page 1 of 1'. An upward arrow points to this navigation bar. To the right, it says 'View 1 - 9 of 9'.

Date Filed	Employee	Department	Title	Training Code	Schedule Date	Time	Status
10/25/2022	BEDUYA, MARY CLAIRE	Information Technology	Human Resource	HR ANALYTICS	10/24/2022 - 10/28/2022	9:00AM - 5:00PM	Cancelled
10/25/2022	BEDUYA, MARY CLAIRE	Information Technology	Stress Management	STMGMNT	10/26/2022 - 10/26/2022	8:00AM - 5:00PM	Cancelled
10/25/2022	BEDUYA, MARY CLAIRE	Information Technology	TRAINING FOR ALL	TRAINING FOR ALL	10/26/2022 - 10/26/2022	9:00AM - 5:00PM	Approved
10/25/2022	BASCO, ANGELA QUITA	Finance	Book Keeping	BKP	10/31/2022 - 10/31/2022	9:00AM - 5:00PM	For Approval
10/25/2022	BONIFACIO, RIANA IBARRA	Finance	Book Keeping	BKP	10/31/2022 - 10/31/2022	9:00AM - 5:00PM	For Approval
10/25/2022	ALBES, NOREEN SHANE CANELA	Finance	Book Keeping	BKP	10/31/2022 - 10/31/2022	9:00AM - 5:00PM	For Approval
10/25/2022	AMPARO, EISHA SABATE	Finance	Book Keeping	BKP	10/31/2022 - 10/31/2022	9:00AM - 5:00PM	For Approval
	CRUZ, MARIANE ALLOCOD	Finance	Book Keeping	BKP	10/31/2022 - 10/31/2022	9:00AM - 5:00PM	For Approval
	BEDUYA, MARY CLAIRE	Information Technology	Stress Management	STMGMNT	10/26/2022 - 10/26/2022	8:00AM - 5:00PM	For Approval

- End of Training Request -

Training Request Approval

Training Request Approval

This is where you can view and approve/disapprove/cancel training requests.

How to approve/ disapprove/ cancel training requests?

1. Go to Personnel Development > Training Request Approval

The screenshot shows the HRIS dashboard with a blue header bar. On the left, a sidebar menu is open under 'Personnel Development' with 'Training Request Approval' highlighted by a red box and a large blue arrow pointing to it. The main dashboard area has several sections: 'Manpower Complement' with a bar chart, 'Headcount by Employee Type' with a horizontal bar chart, 'Headcount by Length of Service' with a pie chart, and three status boxes: '36 Open Requests' (Jan 1 - Oct 26), '0 Documents Processed (YTD)', and '0 Document for Claiming'. To the right, there are two sections: 'Memorandum and Announcement' (No items on Whiteboard) and 'Task List' (No tasks on Whiteboard). The top right corner shows a welcome message for 'MARY CLAIRE ...'.

2. Click "Edit" to view the training requests of a particular training.

The screenshot shows a table titled 'Training Request Approval List' with columns: Code, Title, Schedule Date, and Time. The table lists various training requests. A blue box highlights the second row, and a blue arrow points to the pencil icon in the 'Title' column of that row. A callout bubble says: 'Click on the pencil icon to open a particular record'. At the bottom of the table, there are search and filter icons, a page navigation bar, and a note: 'View 1 - 15 of 55'.

Code	Title	Schedule Date	Time
Strategic HR Management and Planning	Strategic HR Management and Planning	09/21/2020 - 09/21/2020	8:00AM - 12:00PM
BOTP-CP (Company Profile)	WEBINAR training to invest	10/28/2020 - 10/29/2020	3:11PM - 3:11PM
BOTP-CP (Company Profile)	WEBINAR training to invest	11/02/2020 - 11/04/2020	3:44PM - 3:44PM
BOTP-CP (Company Profile)	Training for savings	10/21/2020 - 10/23/2020	3:50PM - 3:50PM
BOTP-CP (Company Profile)	Training for saving	10/21/2020 - 10/23/2020	3:50PM - 3:50PM
Company Rules and Regulation	TEST ONLY	10/21/2020 - 10/23/2020	3:50PM - 3:50PM
Strategic HR Management and Planning	Training for success	10/21/2020 - 10/23/2020	3:50AM - 3:50AM
BOT-TMM	Training for the right Management of Money	11/02/2020 - 11/04/2020	3:11PM - 8:11PM
BF - Be Real, Be Fit	Elements of a well-rounded routine	11/23/2020 - 11/25/2020	8:00AM - 11:00AM
Technical and Network Troubleshooting	Cisco Networking Basics 101	01/08/2021 - 01/08/2021	9:00AM - 6:00PM

3. Put a check on each employee that you want to update (approve/disapprove/cancel).
4. And then choose if the names you have selected is for approval/disapprove/cancel.

Personnel Development > Training Request Approval

Training Request Approval »

Code: BOT-TMM		Date: 11/02/2020 - 11/04/2020	Time: 03:11 PM - 08:11 PM
Title: Training for the right Management of Money			
<input type="checkbox"/>	Date Filed	Requested By	Department
<input type="checkbox"/>	10/29/2020	Crosby, Laith	Accounting
<input type="checkbox"/>	10/30/2020	Lin, Khalil	Information Technology
<input type="checkbox"/>	10/30/2020	Logan, Magnus	Administration
<input type="checkbox"/>	10/30/2020	Ayson, Elize	Information Technology
			Status
			Approved
			Approved
			Disapproved
			Waitlisted

This will display the details of the training schedule

List of employees who requested/scheduled to attend the training.

Search

View 1 - 4 of 4

Close

 Approve  Disapprove  Cancel

- End of Training Request Approval -

Training Calendar

Training Calendar

The Training Calendar will display the scheduled trainings.

1. Go to Personnel Development > Training Calendar

This is where you can view the Training Calendar which will show the scheduled trainings for the month

Click on a particular training schedule to view the details

2. You may hover your cursor on a training to easily view the title, venue, time & date.

25	26	27	28	
	9a TRAINING FOR ALL	TRAINING FOR ALL: TRAINING FOR ALL 09:00 am - 05:00 pm Training Venue: Zoom Meeting	10a ONE: ONE Training	

3. You may also click the training to see advance details of the training.
4. You may also add training attendees here as another option from selecting them from the training schedule.

The screenshot displays two main windows of the HRIS application:

- Training Schedule Details Window:** This window is titled "Training Schedule". It shows the following details for a training session:
 - Training Code: Strategic HR Planning
 - Training Code: Strategic HR Management and Planning
 - Schedule On: 09/26/2022 - 09/30/2022
 - Time: 9:00AM - 5:00PM
 - Venue: Online
 - Instructor: Atty John Wick
 Below these details is a section titled "Add Attendees" which lists employees:
 - Barameda, Juanita Moreno
 - Dela Cruz, Juan Johnny
 - Delia, Nelly Amid
 - Domano, Koi , JR.
 A blue button at the bottom of this section says "Click on the ADD button to add an attendee". At the very bottom are "Save Attendees" and "Close" buttons.
- Viewing the training calendar:** This window shows a monthly calendar for September 2022. Blue callout boxes point to specific areas:
 - A box points to the top right of the calendar header with the text "You can view the training schedule details here".
 - A box points to the list of attendees in the "Add Attendees" section with the text "You can view the attendees here".

- End of Training Calendar -

Satisfactory Form

Satisfactory Form

The Satisfaction Survey can be used to get employees' feedback on a training they attended.

How to setup a Satisfactory Survey?

1. Go to Personnel Development > Satisfactory Form

A screenshot of the 'everything at work' software interface. The top navigation bar includes icons for Home, Dashboard, Talent Acquisition, Onboarding, Employee 201, HR Services, Personnel Development, Training Set Up, Employee Training Program, Training Schedule, Training Request, Training Request Approval, Training Calendar, Training Evaluation Form, and Satisfactory Form. A red box highlights the 'Satisfactory Form' link. A large blue arrow points from the left towards this highlighted link. The main dashboard area displays several cards: 'Manpower Complement' (a bar chart showing values around 80, 250, and 20), 'Headcount by Employee Type' (a horizontal bar chart with a long green bar and shorter yellow and blue bars), 'Headcount by Length of Service' (a pie chart divided into three segments), and 'Memorandum and Announcement' and 'Task List' sections which both indicate 'No items on Whiteboard'.

2. Fill the fields on the upper part.
3. Click on (+) button to add questions.

Satisfactory Survey »

Form Name:	Training Satisfactory Survey	Company:	Evolve Tech Lifestyle, Inc. X ▾
Description:	This survey will let us know the satisfaction and suggestions of each attendees.		
Allow Anonymous:	<input checked="" type="radio"/> NO → Toggle “yes” if anonymous answers are allowed.	Multiple Sections:	<input checked="" type="radio"/> NO → Toggle “yes” if the survey requires multiple sections.
Greeting Message:	Good day! Please let us know your thoughts and experience about this training.		
Mandatory:	<input checked="" type="radio"/> YES → Toggle “yes” if every trainee is required to answer this survey.	Ending Message:	Thank you for your time answering this survey.

? Questions

ⓘ You can drag and drop rows to arrange its sort order.

Control Type	Required	Question	Options	Answer

3. Click here to add questions

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➕

⟲ ⟳ | Page 1 of 0 | ⟷ ⟸ 15
 No records to view

4. Fill up the question form. Please see field guides on the right side.

5. Click “Save”. Repeat from number 3 to add more questions.

The screenshot shows a software interface for managing survey questions. On the left, a main window titled "Question" displays various configuration options for a specific question. On the right, a large blue sidebar provides detailed explanations for each setting.

Question Configuration:

- Section:** Please select
- Type:** Star Rating
- Display Page:** 1
- Sort Order:** 3
- Required:** NO
- Question:** How relevant was the training to your job and responsibilities?
- Options:** Enter Options
- Points:** 0 (x) 0 (x)
Enter points
- Answer:** Enter Answers
- Weight:** 0 %

Buttons: Update, Close

List of Questions:

Icon	Type	Response	Question		
Star Rating	Star Rating	No	How effective was the instructor?		
Star Rating	Star Rating	No	How relevant was the training to your job and responsibilities?		
Star Rating	Star Rating	No	Would you recommend for your colleagues to attend this training?		
Multiline Textbox	Multiline Textbox	No	What did you like about the training?		
Multiline Textbox	Multiline Textbox	No	What can be improved with the training?		

Right Panel (Field Guides):

- Section:** If the survey has multiple selections, assign the question to the appropriate section
- Display Page:** Indicate which page the question will appear in
- Sort Order:** This will show the sort order of the question
- Type:** Select the type of question (Star Rating, radio button, textbox, etc.)
- Max Length:** For textbox questions, indicate the maximum length for the answer
- Required:** Indicate if the respondent is required to answer the question or if it is optional
- Question:** Enter the question here
- Option:** Enter the answer choices here (if applicable)
- Answer:** Enter the correct answer here (not applicable to Satisfaction surveys)
- Points:** Enter the number of points that will be awarded to the respondent for answering the question correctly (not applicable to Satisfaction Surveys)
- Weight:** Enter the percentage weight of this question towards the overall score (not applicable to Satisfaction Surveys)

Buttons: Save, Close

- End of Satisfactory Form -

Training Evaluation Form

TRAINING EVALUATION FORM

The Training Evaluation Survey can be used to gauge employees' knowledge on a training they attended.

How to setup an Evaluation Form?

1. Go to Personnel Development > Training Evaluation Form

The screenshot shows the 'everything at work' software interface. On the left, there is a navigation sidebar with various HR modules: Talent Acquisition, Onboarding, Employee 201, HR Services, Personnel Development (which is expanded), Training Set Up, Employee Training Program, Training Schedule, Training Request, Training Request Approval, Training Calendar, Satisfactory Form, Performance Management, Employee Relations, Safety & Health, and a clock icon. The 'Training Evaluation Form' option under 'Personnel Development' is highlighted with a red box and a large blue arrow pointing towards it. The main dashboard area features several cards: '36 Open Requests' (blue card), '0 Documents Processed (YTD)' (teal card), and '0 Document for Claiming' (green card). Below these are two charts: 'Manpower Complement' (bar chart) and 'Headcount by Length of Service' (pie chart). To the right, there are two sections: 'Memorandum and Announcement' (with a note about no items on the Whiteboard) and 'Task List' (with a note about no tasks on the Whiteboard).

2. Click the (+) button to add an evaluation form.

Personnel Development > Training Evaluation Survey List

	Name	Description	Company
	Onboarding Evaluation Form	Onboarding Evaluation Form	Power Mac Center, Inc.
	Training evaluation sample	sample	Power Mac Center, Inc.

View 1 - 2 of 2

3. Fill the fields on the upper part.

4. Click the (+) button to add a question.

Training Evaluation Survey »

Form Name: ONE Evaluation Form Company: Evolve Tech Lifestyle, Inc.

Description: This will evaluate trainee's knowledge regarding the training Multiple Sections: NO

Allow Anonymous: NO Mandatory: YES

Greeting Message: Greetings! Kindly answer all the questions, you are given 15 minutes to take this quiz. Ending Message: Thank you for your time. Have a nice day!

Field Guide:

- Form Name** - Enter a name for this survey form.
- Description** - Enter a description
- Allow Anonymous**: toggle "yes" if trainees are allowed to answer anonymously / unknown.
- Greeting Message**: Enter a greeting message that will appear initially on this evaluation form.
- Company** - select a company
- Multiple Section** - toggle "yes" if the evaluation has multiple parts.
- Mandatory** - toggle "yes" if this evaluation needs to be taken by all trainees.
- Ending Message** - Enter an ending message that will appear after the evaluation.

Questions

You can drag and drop rows to arrange its sort order.

Control Type	Required	Question	Options	Answer
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No records to view

Save Close

3

4

5. Fill up the fields.

6. Click “Add” button.

The screenshot shows a 'Question' creation interface. At the top, there are fields for 'Section' (disabled), 'Display Page' (set to 'New Page'), 'Sort Order' (set to 1), and 'Type' (set to 'Textbox'). Below these, a question is defined: 'Who is the CEO of Power Mac Center?'. Under 'Options', there is a placeholder 'Enter Options'. An 'Answer' field contains 'Lawrence C. Sison'. To the right, there are fields for 'Points' (1, 0) and 'Weight' (%). A large black arrow points from the 'Type' dropdown in the main form to a floating dropdown menu on the right. This menu lists various input types: Date Range Picker, Dropdown, Multiline Textbox, Multiselect Dropdown, Radio Option, Star Rating, Switch Option, and Textbox (which is highlighted in blue). The 'Textbox' option is selected.

Field Guide:

Section - if the survey has multiple section, assign the question to the appropriate selection, either way, this input box is disabled.

Display Page - indicate which page the question should appear.

Sort Order - this will show the sort order of the question.

Type - this will allow you to select user input field depending on which type of answer the question requires. (Ex. Radio button, text box, multiple text box, star rating etc.)

Max Length - this field is only able if selected type is a text box/multiple text box.

Required - toggle “yes” if this question if the trainee is required to answer this question.

Question - enter the question.

Option - enter the answer choices here (if applicable).

Answer - enter the correct answer here.

Points - enter number of points to be awarded if the answer is correct.

Weight - enter the percentage weight of this question towards the overall score.

-END of HR PORTAL PERSONNEL DEVELOPMENT-