Rev.1

PeopleQuest

Employee Training Program & Learning Management Program

* Integration with DocuQuest for up-to-speed **document training** and automated **re-training** triggered by **document revisions** or predefined re-training schedules
* **Competence** and **qualification criteria** to define **training needs** across the organization
* **Unsupervised learning** and training records management via **online agreement or testing**
* **Automated training** needs for primary and secondary **job assignments** set through Personnel Profiles
* **Training attendance sign in sheets** linked to individual personal training records
* Configurable employee and supervisor **email notifications** for outstanding or overdue **training events**
* Tool for **batch updating** and **managing** training requirements
* **Group Training feature** to optimize training record updates
* Easily manageable **training plans**, **schedules, courses** and **on the job training** needs
* Online system for measuring **training effectiveness** (**ISO 9001** requirement) on documents
* Flexible **training costs** and **training cost reporting**
* **Inter-site option** to assign training needs across different facilities (sites) in one company
* Complete **Record History** on Jobs, Personnel profiles, Training records, etc.
* Configurable **views, filters, User Dashboard** and the option to **Export** all data from PeopleQuest **to Excel**
* Training Records **Search** Filters for records based on **D**epartments**, J**ob titles, **P**ersonnel, **T**arget or **C**ompletion dates, **S**tatuses and many others