**RA -Training and Development**

Training Overview Dashboard – Overall overview of the Training event & program of the company

Training Calendar/schedule-Can View the calendar of overall company training program

Training Feedback/Evaluation-Can View the feedback related information

Training Cost-Overall Company Training Vs employee Cost comparison

*Display in the Page*

Training Materials

Training Notice

Training Cost

Training Overview

Training Feedback/Evaluation

Training Calendar/Schedule

**Training Overview Dashboard**

*L&D can select years/month to know about each year or months training programs conducted*

*Search/Sorting Options by any below points*

Year Month Courses/Program Department

List of Department

List of Course/Program

2020

May

2020

Figures

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total Training Program Conducted | Total Invited Participants | Total Trained | Total Active employees of the month | Total Newly Trained Employees | Total Training Man-days |
| **5** | **30** | **28** | **53** | **4** | **80hr** |

ADD FORM

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **YYYY/MM/DD** | **Courses/Program** | **Department** | **Total Invited** | **Total Trained** | **Total Absent** | **Man-days** |
| 2020/05/07 | Time Management | Nexus Department  Call Center Department | 10 | 10 | 0 | 8 hrs |
| 2020/05/07 | MS-Excel Training | HR Department | 7 | 5 | 2 | 4 Hrs |

**More List should be displayed**

*Trained by Department*   *Program/Courses*

**Upcoming Training**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Category** | **Due Date** | **Status** | **Trainer** |
| MS-Word Training | Mid-Level | 3rd August, 2020 | Participants Invited | Gyan Raj Panthi |
| Corporate Communication Training Program | Manager-Level | 7th May, 2020 | Participants Completed | Pravash Rai |
|  |  |  |  |  |

ADD FORM

**My Training**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Category** | **Date** | **Status** | **Trainer** |
| MS-Word Training | Mid-Level | 3rd August, 2020 | Completed | Gyan Raj Panthi |
| Corporate Communication Training Program | Manager-Level | 7th May, 2020 | Completed | Pravash Rai |
|  |  |  |  |  |

ADD FORM

**My Feedback**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Category** | **Date** | **Status** | **Evaluator** |
| MS-Word Training | Mid-Level | 15th August, 2020 | Pending | Gyan Raj Panthi |
| Corporate Communication Training Program | Manager-Level | 20th May, 2020 | Pending | Pravash Rai |
|  |  |  |  |  |

ADD FORM

**My Performance Scores**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Scores** | **Date** | **Status** | **Evaluated by Supervisor** |
| MS-Word Training | 7 | 15th August, 2020 | Completed | Gyan Raj Panthi |
| Corporate Communication Training Program | 8 | 20th May, 2020 | Completed | Pravash Rai |
|  |  |  |  |  |

ADD FORM

Training Calendar

*Search/Sorting Options by any below points*

Year Month Courses/Program

List of Course/Program

2020

May

2020

Figures of the year/month

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total Training Program Conducted | Total Invited Participants | Total Trained | Total Absent | Total Newly Trained Employees | Total Training Man-days |
| **3** | **30** | **28** | **2** | **4** | **80hr** |

May 2020

ADD FORM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1  0 | 2  Program 2  Total Participants :- 15  Total Absent :- 02  0 | 3  0 | 4 | 5 |
| 6 | 7  **2** | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |

*Calendar table is correlated with below tables, if someone click on selected items the information below will be altered accordingly. For example, someone select may 7th, 2020,*

**Information of participants Vs program**  **Information of Program or Course Vs department and their participants**

ADD FORM

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the Employee | Level | Invited for the program | Absent in the program |  | Program/Course Name | Department | Total Participants | Absent |
| Kriti Kiran Pandey | Officer Level | 1 | 0 |  | Time Management | Nexus Department | 6 | 0 |
| Pramila Rai | Jr. Level | 1 | 0 |  | Call Center Department | 4 | 0 |
| Pravash Rai | Manager Level | 1 | 0 |  | MS-Excel Training | HR Department | 5 | 2 |
| Kriti Kiran Pandey | Officer Level | 1 | 0 |  | Total | | 15 | 2 |
| Pramila Rai | Jr. Level | 1 | 0 |  |
| Kriti Kiran Pandey | Officer Level | 1 | 0 |  |
| Pramila Rai | Jr. Level | 1 | 1 |  |
| Pravash Rai | Manager Level | 1 | 0 |  |
| Kriti Kiran Pandey | Officer Level | 1 | 0 |  |
| Pramila Rai | Jr. Level | 1 | 1 |  |
| Pravash Rai | Manager Level | 1 | 0 |  |
| Kriti Kiran Pandey | Officer Level | 1 | 0 |  |
| Pramila Rai | Jr. Level | 1 | 0 |  |
| Kriti Kiran Pandey | Officer Level | 1 | 0 |  |
| Pramila Rai | Jr. Level | 1 | 0 |  |
| **Total** | | **15** | **2** |  |

Training Itinerary

This is related with above calendar if click on any training date, the schedule of the program will be displayed accordingly.

Schedule

Below is the planned schedule of the Training program.

This is customized portion which will be uploaded by the L&D team before 2-3 days of the training program to give the overview of the schedule to the participants of the training program with other details

**Program or Course name:**

**Venue:**

**Day:**

**Date:**

**Duration of the course:**

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Start Time | End Time | Duration |

Note portion if any:-

ADD FORM

Training Feedback/Evaluation

*Search/Sorting Options by any below points*

Year Month

2020

May

2020

Department Course/Program Level Trainer

Trainer List

Level

List of Course/Program

List of Department

Overall Rating of the T&D

|  |  |  |
| --- | --- | --- |
| **Average Score of the Training** | **Total Participants** | **Total Cost** |
| 7.5 | 50 | 100,000 |

Information of Department Vs Scores

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Department | Course/Program | Level | Average Rating of the Training Program | Average Score by the Trainer | Participants | Absent | Trainer Name | Total Cost | Total Cost per Employee |
| HR Department | MS-Excel Training | Officer-Level | 7 | 8 | 5 | 2 | Gyan Raj Panthi | 20,0000 | 4000 |
| IT Department |  |  |  |  |  |  |  |  |  |

ADD FORM

Training Cost

*Search/Sorting Options by any below points*

Year Month

2020

May

2020

Department Course/Program Level Trainer

Trainer List

Level

List of Course/Program

List of Department

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total Training** | **Total Invited** | **Total Participants** | **Total Absent** | **Total Cost** |
| 3 | 17 | 15 | 2 | 70000 |

ADD FORM

Cost Trend Training Vs Participants Trend

Program/Course Trend

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Departments** | **Total Number of invited Participants** | **Total Number of Course/program attended by the Department** | **Total Number of Participants** | **Total Number of Absent Participants** | **Total Cost** | **Cost per employee** |
| HR Department | 7 | 1 | 5 | 2 | 20000 | 4000 |
| Nexus Department | 6 | 1 | 6 | 0 | 30000 | 5000 |
| Call Center Department | 4 | 1 | 4 | 0 | 20000 | 5000 |

Training Notice

Add Notice

Date of Publication:-

Notice Topic

Submission Date:

Description

Attached document

Create Form

Add more notice

Cancel

Submit

Notice

Month Calendar

Sorting/Search Notice

Notice on: 26th April, 2020 Training Need Assessment Submission Date: 30th April, 2020

All employees are request to submit the Training Need assessment questioner by 30th April, 2020.

Self-Assessment Form

Notice on: 26th April, 2020 MS-Excel Training for beginner Submission Date: 30th April, 2020

L&D department announces one day MS-Excel Training program for the beginner... for more Details..

Participants Form

Training Materials

ADD FORM

Course/Program/Report

Sorting/Search Notice

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N** | **Materials List** | **Publish by** | **Document** |
| 1. | Safety Training PPT | Gyan Raj Panthi (HR Department) | Download the file. |
| 2. | MS-Excel Basic training tutorials | Santosh Bharati (CEO( | Download the file |
| 3. | Soft-Skill Training PPT | Quality Department | Download the file |

Employee display

Employee Dashboard

Training Calendar/Schedule

Training Notice

Training Materials

Employee Dashboard

**Employee Dashboard**

**My Training**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Category** | **Date** | **Status** | **Trainer** |
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**Upcoming Training**

*Employees can select years/month to know about each year or months training programs*

*Search/Sorting Options by any below points*

Year Month Courses/Program

List of Course/Program

2020

May

2020

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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|  |  |  |  |  |

**My Feedback**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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|  |  |  |  |  |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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|  |  |  |  |  |

Training Calendar/Schedule

*Search/Sorting Options by any below points*

Year Month Courses/Program

List of Course/Program

2020

May

2020

May 2020

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1  0 | 2  Program 2  Total Participants:- 15  Total Absent:- 02  0 | 3  0 | 4 | 5 |
| 6 | 7  **2** | 8 | 9 | 10 |
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**Day:**

**Date:**

**Duration of the course:**

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Start Time | End Time | Duration |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Note portion if any:-

Training Notice

Sorting/Search Notice

Month Calendar

Notice

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Course/Program/Report

Sorting/Search Notice

|  |  |  |  |
| --- | --- | --- | --- |
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