



ORANGEHRM

THE WORLD'S FIRST

HR App Store

OrangeHRM



Administrators can post new training courses scheduled & allocate budgets. Supervisors can keep track of courses completed by employees effectively.

Training
Management



- Schedule training sessions & add the appropriate employees to these training programs.
- Allocate budgets for training sessions to follow your company's financial plan.
- Let HR Personnel build a curriculum around a particular job title or position.
- Keep track of employees who have successfully completed certain training programs, for career succession planning.



Lists out all the scheduled training sessions with their statuses.

Trainings				
<input type="button" value="Add"/> <input type="button" value="Delete"/>				
Search By:	<input type="text" value="-Select-"/>	Search For:	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>
<input type="checkbox"/>	ID	Description	State	Date
<input type="checkbox"/>	1	Effective Communication	Approved	2012-03-15
<input type="checkbox"/>	2	Accent Training	Requested	2012-04-26
<input type="checkbox"/>	3	Effective marketing	Requested	2012-05-09
<input type="checkbox"/>	4	Customer Service	Requested	2012-05-18


Supervisors & administrators can add the relevant employees into a particular training session within the system itself.

Edit Training

* ID

* Description

Date



Training Course

Cost

Company

Notes

State

Save

Assign Employees

Available Employees

Richard Hamilton

Mark Dencil

Clare Gibson

Anne Spensor

Josh Carter

Stephen Belcher

Add >

< Remove

Assigned Employees

Riki Ferdinadz

Johny Payne

Susan Johnson

Jean Mckeon

Employees can view the training sessions that they need to participate in.



Personal [–]

Personal Details

Contact Details

Emergency Contacts

Dependents

Immigration

Job

Salary

Report-to

Qualifications

Membership

Training Courses

Leave [–]

Leave Summary

Leave List

[Back to Employee List](#)

Training Courses

ID	Description	Training Course	Cost	Company	Notes	Status
1	Effective Coomunication	Certificate Course	10000.00	Life Academy		Approved <input type="button" value="v"/>

Save

* You cannot change the status back, once marked as completed and saved

CONTACT US

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