



ORANGEHRM

## THE WORLD'S FIRST

HR App Store



Training  
Management



This module lets administrators & supervisors create and manage employee training courses effectively, while employees are able to keep track of their training courses.



- Manage training programs in your organization in a centralized location.
- Allocate budgets for training sessions to follow your company's financial plan.
- Have training coordinators to individually handle every training session in the organization.
- Keep track of employees who have successfully completed certain training programs, for career succession planning.

# Training

*Lists out all the scheduled training sessions with their statuses.*

## Training Information

Search By :

Search For :

## Available Training

<input type="checkbox"/> Training ID	Description	Status	Scheduled Date	Manage Participants
<input type="checkbox"/> 45	Technical Writing for Business	Completed	2012-01-02	<a href="#">Manage</a>
<input type="checkbox"/> 98	QA Training	Rejected	2012-07-09	<a href="#">Manage</a>
<input type="checkbox"/> 143	Certificate in E-Marketing	Approved	2012-07-22	<a href="#">Manage</a>
<input type="checkbox"/> 12	Leadership Training	Canceled	2012-07-24	<a href="#">Manage</a>
<input type="checkbox"/> 32	Public Speaking & Presentation Skills	Pending Approval	2012-10-30	<a href="#">Manage</a>

*Effectively manage the employees participating for each training course.*

## Add Employees : Technical Writing for Business

Employee

Job Title

Sub Unit

## Current Employees

<input type="checkbox"/> Full Name	Job Title	Sub Unit
<input type="checkbox"/> Jason Marshal		
<input type="checkbox"/> Andrew Fernandez		

*Let employees update the status of their training courses. Determine the success of training courses from employee ratings.*

## Available Training

ID	Description	Status	Rating
143	Certificate in E-Marketing	<input type="text" value="Participated"/>	<input type="text" value="4"/>
45	Technical Writing for Business	<input type="text" value="Passed"/>	<input type="text" value="3"/>

## CONTACT US

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