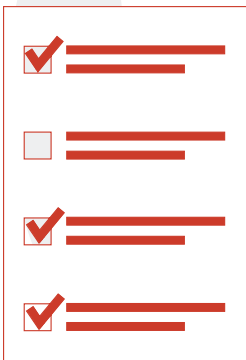


Module Factsheet: Training



Staff development is an important part of attracting and retaining the right people within any organisation. Modern training functions are much more complex than simply booking places on courses, and the Cascade Training Module reflects the need to assess each employee's individual training and development requirements, as well as looking at organisation-wide skill gaps.

The Cascade system has also been specifically designed to cut down on administration, whilst also providing open channels of communication within the workplace, spanning training requests, project delivery, budgets, and evaluation.

Key Benefits

- **Full integration**

The Training Module is fully integrated to the Cascade HR and Workflow solutions, as well as Self-Service.

- **Succession planning**

Our Training Module can manage the entire succession process, from identifying training needs and creating a plan, right through to company-wide need analysis and process-managed invitations and requests.

- **Budget management**

Course scheduling and management, as well as budgets and delivery management are all catered for in detail. Even fully configurable evaluations with analysis features are provided courtesy of our Survey feature, delivered within Self-Service as standard.

- **Return on investment**

Cascade enables you to accurately measure the return your investment on training is delivering to your business. This is in the shape of ongoing workplace evaluation to measure just how training has changed the individual's ability to carry out their role, and how motivated people are to put their newfound skills into practice.

- **Powerful reporting features**

Our Training module allows users to easily create reports, graphs and pivot data, and even allows them to act on report results against live records.

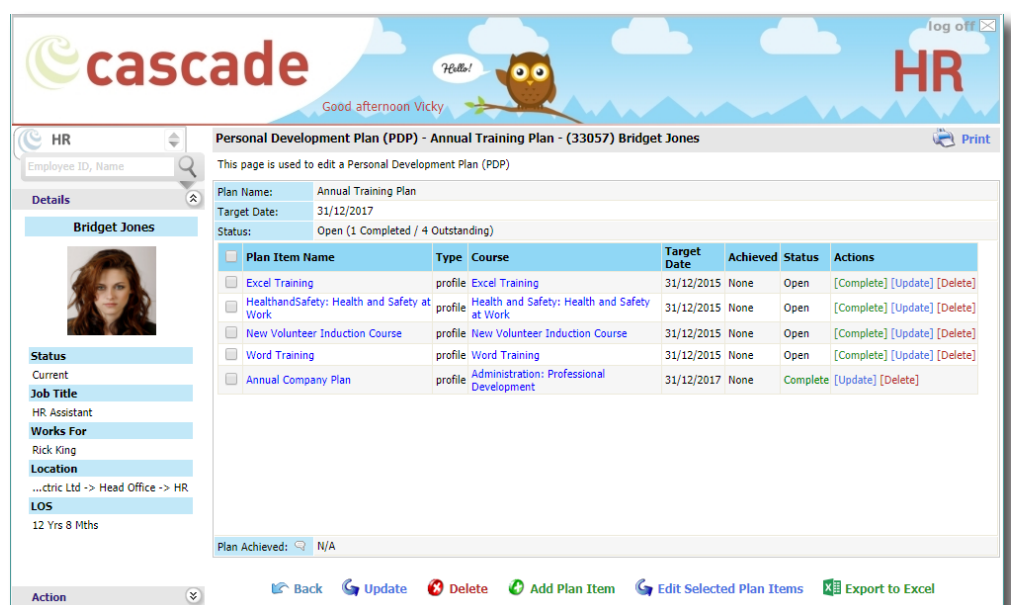
- **Role-based competencies**

Appropriate skill sets can be applied based on any given position.

Take a Closer Look...

The following screenshot illustrates a new Training Plan for an employee.

This allows the user (either HR, the Training and Development Department or the Line Manager) to book employees on to courses based on their training plan and the needs within them. Employees can also request to go on courses via Self-Service.



Personal Development Plan (PDP) - Annual Training Plan - (33057) Bridget Jones

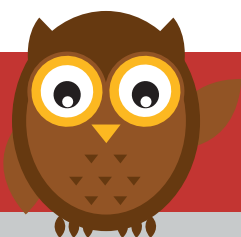
This page is used to edit a Personal Development Plan (PDP)

Plan Name: Annual Training Plan
Target Date: 31/12/2017
Status: Open (1 Completed / 4 Outstanding)

Plan Item Name	Type	Course	Target Date	Achieved	Status	Actions
Excel Training	profile	Excel Training	31/12/2015	None	Open	[Complete] [Update] [Delete]
HealthandSafety: Health and Safety at Work	profile	Health and Safety: Health and Safety at Work	31/12/2015	None	Open	[Complete] [Update] [Delete]
New Volunteer Induction Course	profile	New Volunteer Induction Course	31/12/2015	None	Open	[Complete] [Update] [Delete]
Word Training	profile	Word Training	31/12/2015	None	Open	[Complete] [Update] [Delete]
Annual Company Plan	profile	Administration: Professional Development	31/12/2017	None	Complete	[Update] [Delete]

Plan Achieved: N/A

Back Update Delete Add Plan Item Edit Selected Plan Items Export to Excel

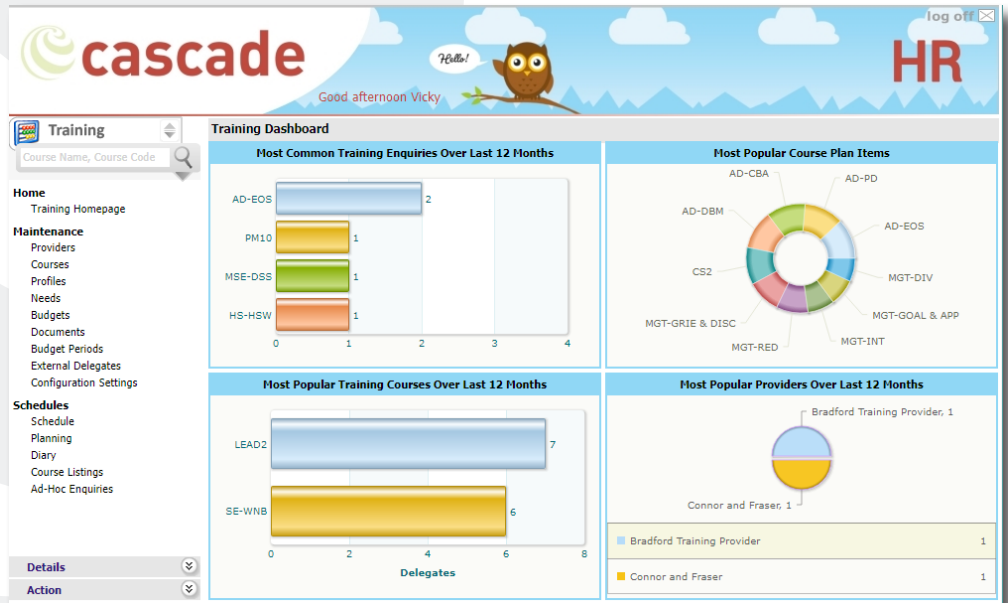


Module Factsheet: Training

Take a Closer Look...

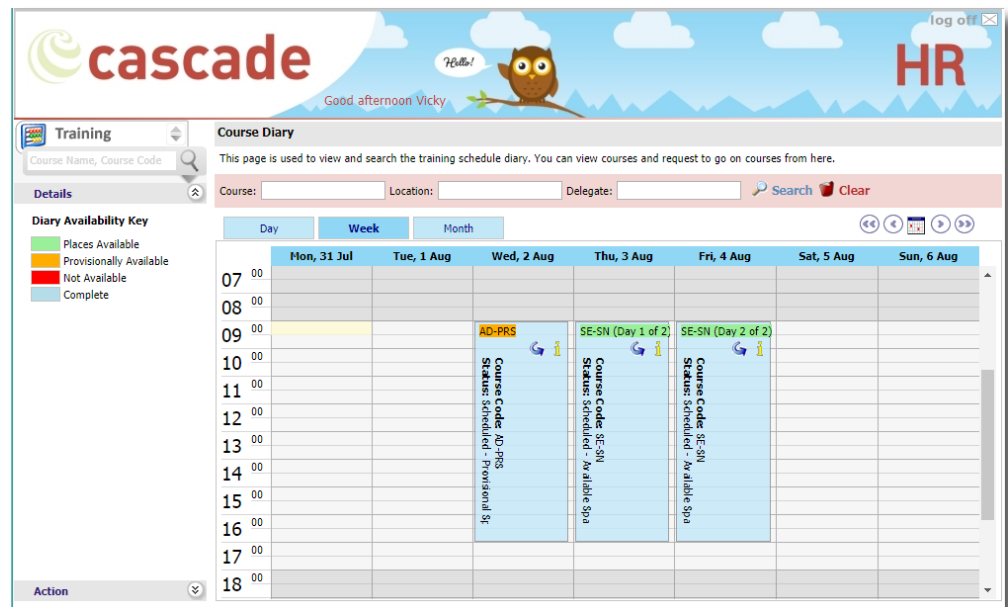
Training Dashboard

As with HR, when a user opens the Training System they are presented with a User Dashboard. In this instance, the Dashboard illustrates training data. The following screenshot shows a new Training Plan for an employee.



Course Diary & Calendar

A full Course Diary is provided, as well as all available Course listings. Within this area, users can either book training directly themselves, or request that their line manager book them onto the appropriate course.



What our clients say...

"Using the Training module, we are able to arrange training sessions and easily and quickly invite staff to attend. Staff then only need to log onto Cascade to state if they will be attending or not. So, within a couple of hours, a training session that was only a provisional booking can be confirmed with numbers of attendees."

HR Assistant,
IFS School of Finance

