

# Employee Welfare Management Solution Datasheet

**Employee Welfare** Employee Welfare Management Solution is about making sure your people are all marching in the same direction

It is a web-based solution that allows management to set, match and manage employee objectives to core business objectives, tracks and manages training plans and requirements, manages employee evaluations, and maintains a complete record of job requirements and personal development plans.

One of the most difficult challenges facing companies today is aligning employee objectives with corporate objectives.

Our solution was designed to meet this challenge and it also provides tools to assist in training needs assessments and training program evaluations. By implementing Employee Welfare Management Solution, you will be able to coordinate and develop the skills of your human resources much more effectively in terms of:

- Contracts
- Employee Records
- Event Calendar
- Organisation Structure
  - Manage Organisation Levels
  - Manage Organisation Units
  - Manage Positions
- Training & Development

**Employee Training** and Development is the enhancement of the skills, knowledge, and experience of employees with the purpose of improving performance.

Employee development, unlike personal development, is usually coordinated by the employing organisation.

It can use a variety of training methods, and is usually conducted on a planned basis, perhaps as a result of a performance appraisal.

Our Employee Training module is an easy to use and flexible tool enabling training administrators to add courses and enrol trainees on the courses. The administrator can provide access to each trainee to gain their attendance confirmation and feedback at the end of the course to complete the process.

A customised feedback questionnaire can be created for each course to ensure appropriate feedback is attained in order to assess the validity of the course objectively.

The process, work instructions and templates for managing Employee Training are provided within the module.

## Value Add to Customers

The module offers a powerful tool for managing employee training and development.

- Create, manage and track all your employee training online.
- Reduces costs by providing quick and easy access to employee training records.



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- Improves company performance by ensuring only properly trained and certified individuals are assigned to jobs and projects.
- Manage training records and tracking refresher training in an effective way.

## Features of the Employee Training Module

The module is feature rich and includes the follow functions.

- Easy and simple access to all the features.
- Notification – instant electronic notification to all trainees when they are enrolled on course and chase up for late feedback responses.
- Comprehensive reports showing course status, feedback status, attendee list, feedback summary and more.
- Communication channel for discussion or sharing of information.
- Process – in-built flow chart to explain the methodology used within this module.
- User guides – work instructions built-in to the Process to help users use the system.

Employee Training is available as a standalone module or as part of a fully integrated Quality Management System.