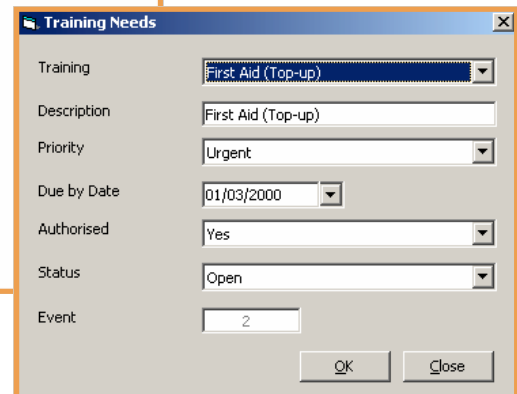
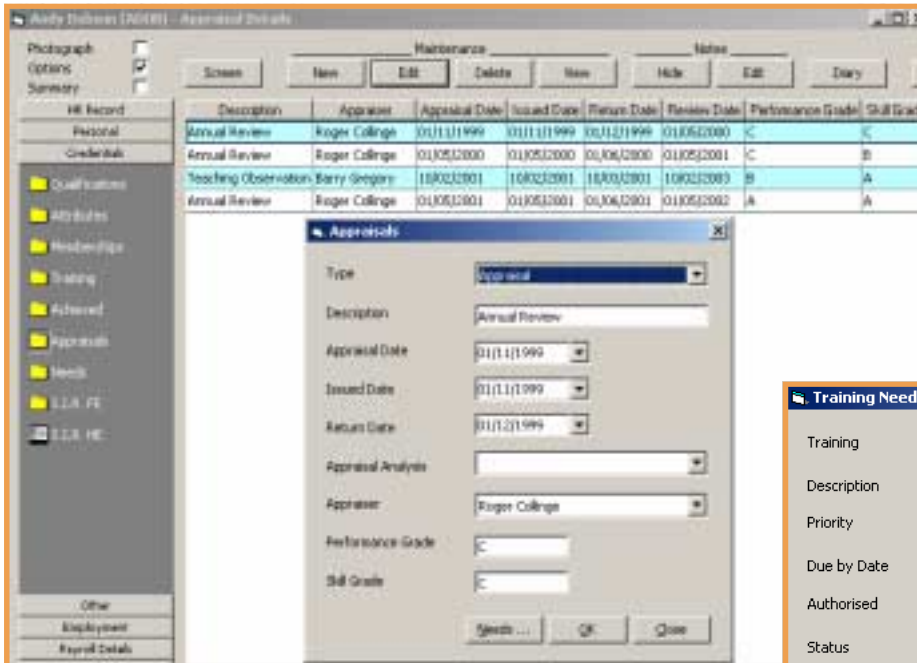




The Staff Development Module enables employers to manage training needs through a structured approach.

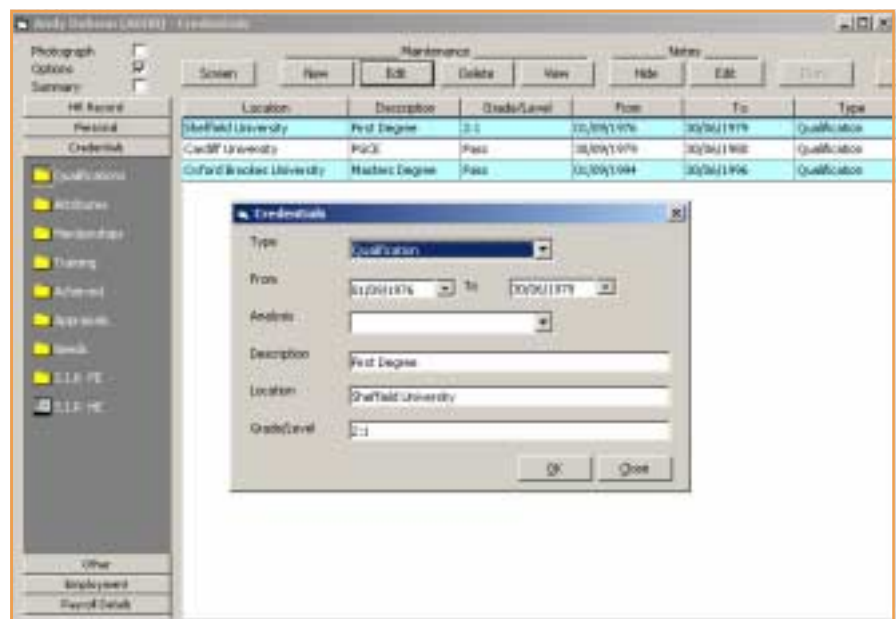
This module includes employee:

- Credentials
- Attributes
- Training Records
- Achievements
- Appraisals
- Training Needs
- Memberships

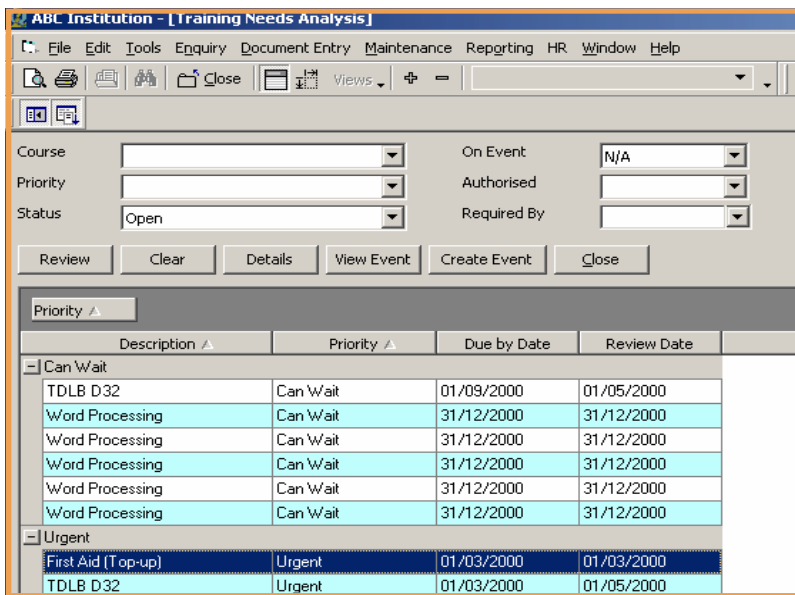
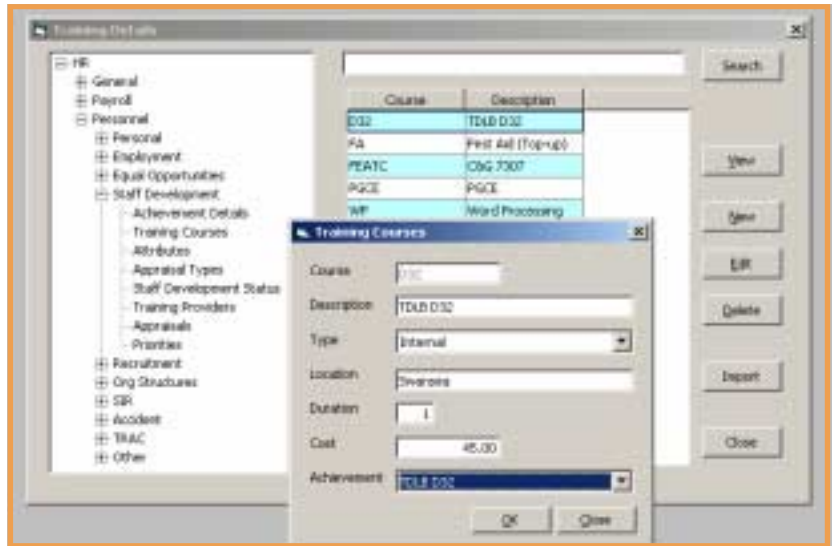


Users can define an unlimited number of appraisal types (e.g. observation, peer appraisal etc) and can include review dates (for inclusion in the diary), performance grades and associated training needs. Any training and subsequent qualification achieved by an employee is automatically transferred to their personnel record.

Where resource planning is required Credentials and Attributes can be recorded from which skills audits can be undertaken.



This module supports the centralised management of training and development. Full details of training events can be recorded, including location, provider and costs.



Training events can be created from an analysis of all training needs and employees automatically allocated to training events. Alternatively, where employees apply for courses they can be manually allocated to training events.

This module links directly to the HR record so that employees' training records are automatically updated. On completion, detail of the outcomes of any training can be recorded against each employee.

