

TRAINING and HR DEVELOPMENT

TRAINING MANAGEMENT and HUMAN RESOURCE DEVELOPMENT

Training Management and Human Resource Development modules work hand in hand to record employee qualification, skills and competencies, identify and manage access to appropriate development programs, and to maintain career path and succession planning. These modules gather diverse data from areas such as new hire details, training records, performance records, etc., and from the Personnel Administration module.

Human Resource Development

This module focuses on detailed analysis of Skills and Competencies, from Position Skills Matching, Career path projection to Development Needs Analysis and ultimately linking Performance Reviews, Succession Planning, and Career Paths.

The core engine within the Human Resource Development function utilizes the Competence Management of “match and analyze” qualifications-skill-competence position pre-requisites against those owned by employees within. Monitoring of the development level achieved continues to be provided within the Human Resource Development process. This includes qualification-skill-competency factors match–bestmatch-mismatch, training results, performance management, position vs. employee match, career path projection, and succession plan.

Key Success Areas & Key Performance Indicators

KSA and KPI's are defined performance indicators, linked to organizational objectives and the Competence Model. These KSA and KFI are provided at early stage within the Position Profile and the Competence Management for each position. Linked with the defined development processes they are used as benchmarks to obtain 'reviewed' performance results.

The Training Management

This module manages the physical administration of training courses, such as which personnel attend, and the results attained. It can also project which personnel will require training by measuring their skill set and performance against position requirements.

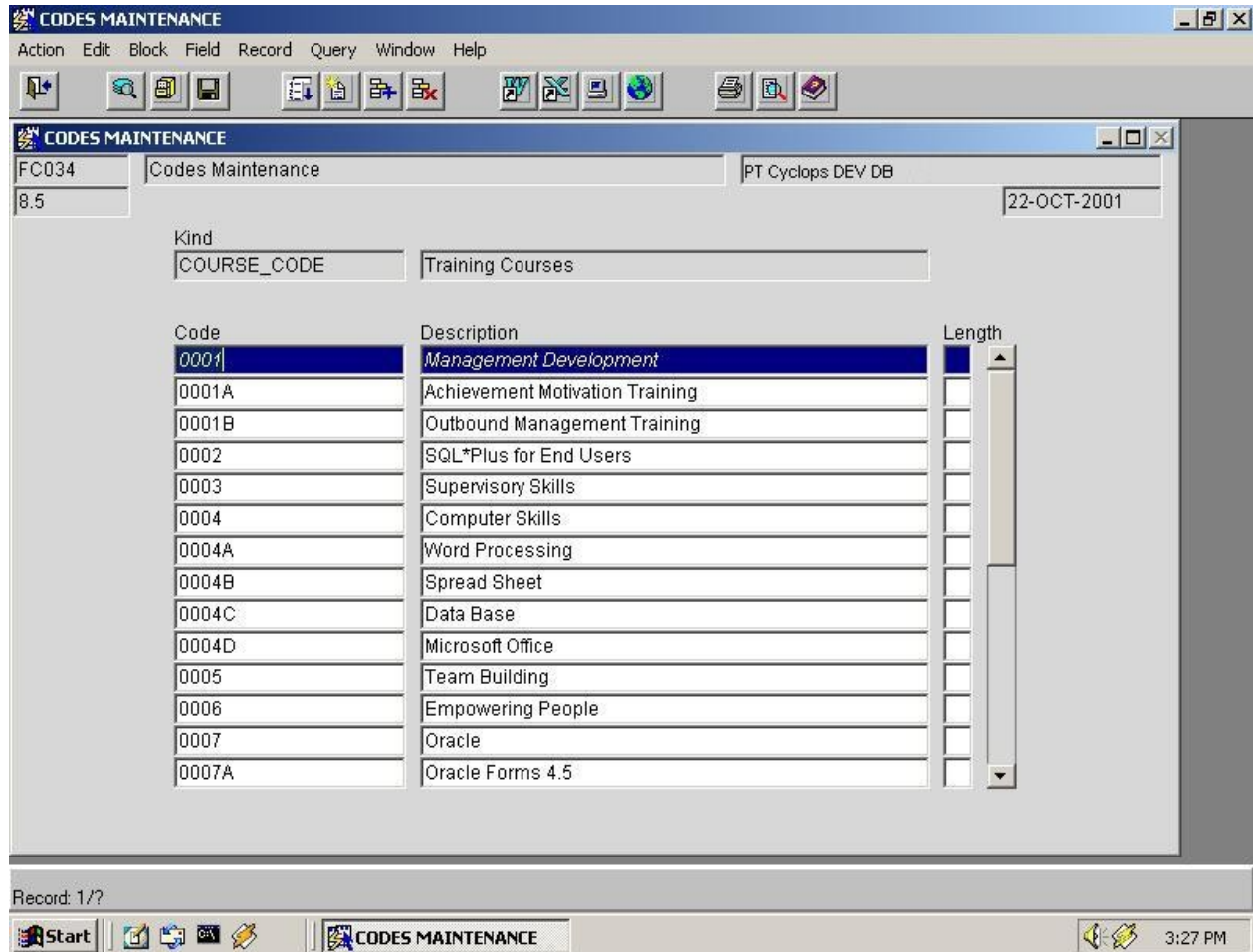
The screenshot displays a software window titled "DEFAULT COURSE INFORMATION [A] [A]". The window contains a form for course details. At the top, there are fields for "FC080", "Default Course Information", "PT. Konsep Sistem Indonesia", "8.1", "Course Code" (AUBOC), "Teknik Mendeteksi Kebocoran & Kecurangan dalam perusahaan", and "18-FEB-2008". Below this is a tabbed interface with "Course Detail" selected. The "Course Detail" tab shows fields for "Duration" (3 hari kerja), "Total Hours" (21), "Course Type" (OS-AU Audit), "Eligibility" (P Is Partially Covered), "Category" (2 Operational Support), "Originator" (HRD HR Department), "Company Code" (DUMMY Dummy Company Code), "Coordinator Title" (MR), "Name" (Wahjudi), "Phone" (112803), "Minimum Participants" (1), and "Maximum Participants" (20). There are also fields for "Cost per Head" (20000.00) and "Cost per Course" (50000.00). At the bottom, there is a "Comments" section with three empty text boxes.

Course Detail Screen

Training Course Administration Maintenance includes default courses information, handbook maintenance, program and facility maintenance, providers' details, instructor information, external training company maintenance, costs maintenance, training enrollment, attendance history, pre-course checklist, post-course checklist, and course evaluation summary

Course Catalog and Information provides at a main level a course or development program, then at secondary level all detail information for each course such as their costs, dates, contents etc.

The catalog can automatically generate a range of user-defined training course catalogues for distribution throughout the organization.



Course catalog

Training Results in the Training Management module are specifically classified as “un-reviewed” skills of the employee who attend, which then can be utilized within the Performance Management module to measure their actual performance against position requirements. After being appropriately appraised, their skills are regarded then as “reviewed”.