



ONLINE TRAINING MODULE

Courses & Assessment Configuration
Guidelines



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Introduction

This document serves as a comprehensive guide to help the IC consultants for smooth training module roll out for the end users. Please read through these guidelines carefully to ensure a smooth and productive learning experience. Training is important for employees for several compelling reasons:

1. **Skill Development**
2. **Increased Productivity**
3. **Adaptation to Change**
4. **Enhanced Job Satisfaction**
5. **Career Advancement**
6. **Alignment with Organizational Goals**

In summary, training is a strategic investment that benefits both employees and the organization as a whole. It contributes to a more skilled, capable, and engaged workforce, which ultimately leads to greater success and competitiveness in the marketplace.



How to implement training within the organization?

Companies offer a wide range of training programs for their employees, depending on their industry, size, and specific needs. These can include:



- **On boarding Training:** This introduces new employees to the company's culture, policies, and procedures.
- **Skills Development:** This can include training in specific software, technical skills, or industry-specific knowledge.
- **Leadership and Management Training:** Aimed at developing leadership skills, team management, and decision-making abilities.
- **Compliance and Ethics Training:** Ensures employees understand and adhere to legal and ethical standards relevant to the company's operations.
- **Diversity, Equity, and Inclusion (DEI) Training:** Focuses on creating an inclusive workplace environment.
- **Customer Service and Communication Training:** Helps employees effectively communicate with clients and colleagues.
- **Safety and Security Training:** Covers protocols for workplace safety, emergency procedures, and data security.
- **Soft Skills Training:** Focuses on skills like teamwork, problem-solving, time management, and conflict

resolution.

- **Sales and Customer Relationship Management (CRM) Training:** For employees involved in sales or client interactions.
- **Product or Service Training:** Ensures employees have a deep understanding of the company's products or services.
- **Health and Wellness Programs:** May include fitness classes, stress management, and nutrition education.

Remember, the specific programs offered will vary from company to company, and may be tailored to the industry, the company's goals, and the needs of the workforce.

The Benefits we offer through the training module

TRAINING MATERIALS REPOSITORY

Link different formats of training material such as videos, documents, PDF files, and links

EMAIL NOTIFICATIONS

Notify employees by email and empower them to take the course at their convenience

INTELLIGENT REPORTS

Generate analytical reports to understand employee performance

SOLID AUDIT TRAIL

Track all actions through a comprehensive audit trail

INDIVIDUAL TRAINING COURSES

Assign courses to staff based on appropriate criteria (Job, Location etc.) and create a multi-choice assessment to validate knowledge

E- CERTIFICATION

Issue an e-certification upon successful completion of the course

REMINDERS

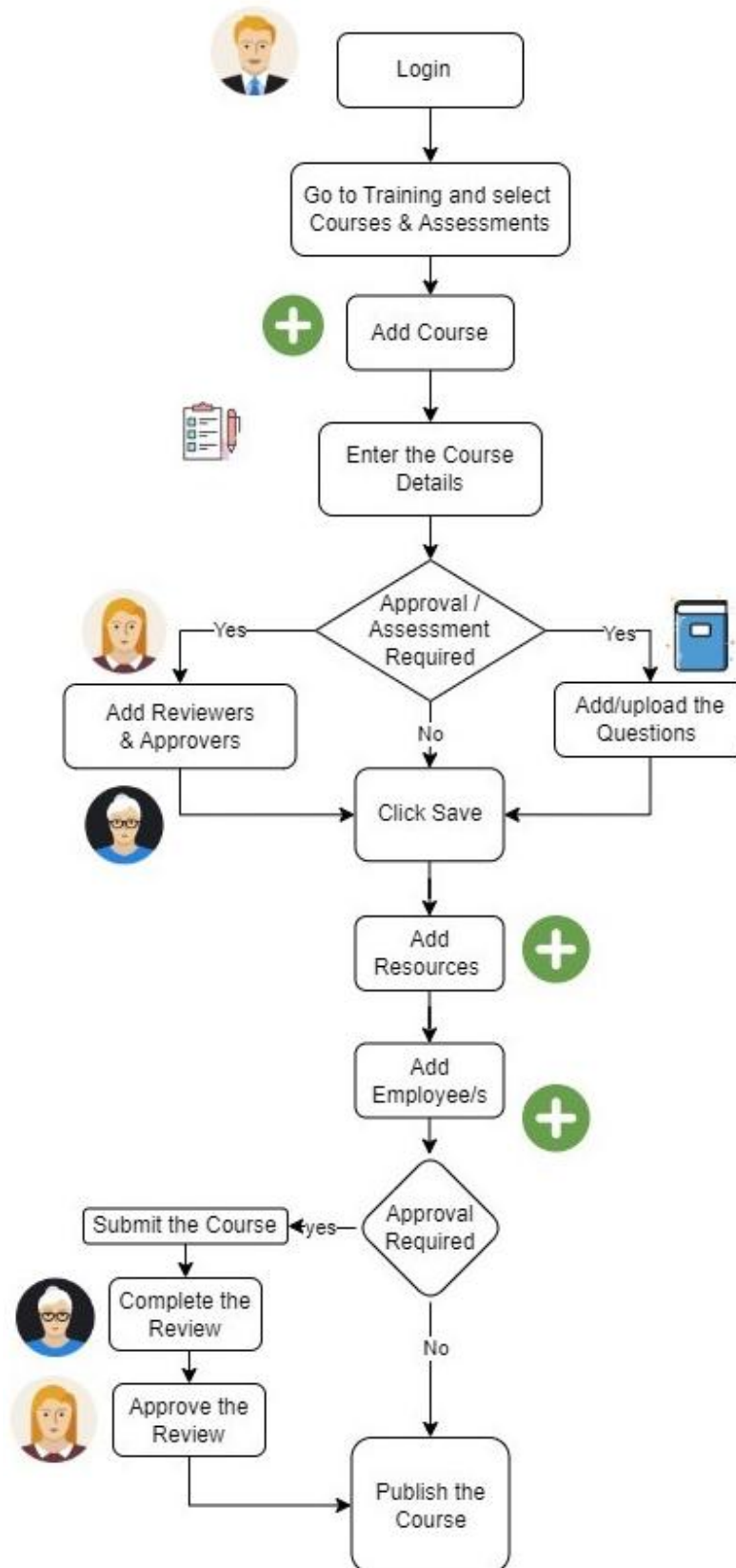
Generates reminders when the course certification period expires automatically driving the process for re-certification

ASSESSMENTS

Allow participants to evaluate their progress through flexible testing and assessment options, providing a better overall learning experience

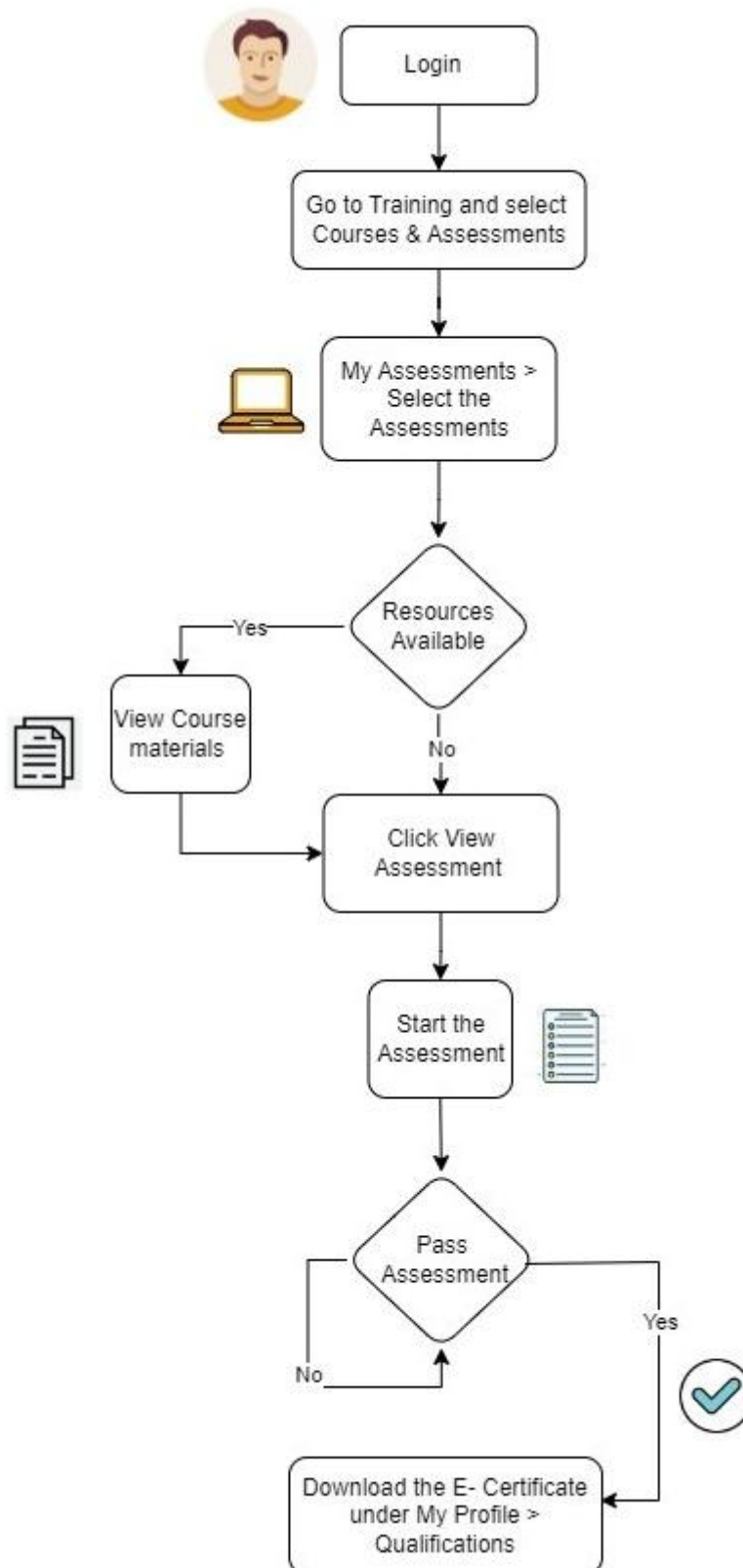
The process of how a course coordinator publish a course

The diagram below illustrates the process through which a course coordinator can release courses for employees.



The workflow of how the Employee Attend the course

The diagram below illustrates the steps an employee takes to access, complete, and successfully obtain the e-certificate for the assessment.



The OrangeHRM Implementation Consultant will lead you through the process and help you with the setup of your OrangeHRM Request Desk module. Don't hesitate to contact your Implementation Consultant for additional details or reach out to us at productdelivery@orangehrm.com for further support.

