

# Empportant

**Training**  
**Administration**  
**(Learning & Development)**

# Emportant: Learning & Development

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**Streamline Your Training data:** Get training course details, nomination and feedback online with Emportant, upload OR create a training material knowledge bank

**Streamline Training Setup:** Automated alerts and training nomination with workflow approval, Schedule alerts,

**Effective training completion:** Training feedback analysis and training assessment, create and print training completion certificates

**Training performance:** Training assessment with configurable rating scale

**Training cost-** reduce training cost get everything automated and paperless work

Course Master

Course Details



Topics Save Back

Course Name	Business Analytics	Select Course Type	Internal
Course Description	Business Analytics and use in common business operations	Nature Of Course	Leadersh
Pre-Requisites		Valid Till	12/06/201
URL		Schedule only after Approval	<input checked="" type="checkbox"/>
Minimum Trainees	10	Maximum Trainees	15

## Training:

Create list of Training Courses used for regular training.

You can fix pre-requisites, approval criteria and validity for each course.

Course Master  

### Topic Details Save Back

**Course Name** : Business Analytics

**Topic Name** : Business Analytics

**Topic Details** : Essentials

**URL** : www.ba.com

**Remarks** : fundamentals

**Hours** : 5

**Paid** :

Training: For each course you can populate the Course Contents (Topics covered)

## Training Requisition



### Training Requisition List

Add

Course Type

STANDARD

Course Name	Schedule From date	Schedule To date	Action
Financial Costing	01/07/2013	02/07/2013	
Sales Induction	25/06/2013	27/06/2013	
Business Analytics	17/06/2013	20/06/2013	
Business Intelligence	06/05/2013	10/05/2013	
Financial Management	20/07/2009	31/07/2009	
Financial Management	01/04/2009	01/04/2009	
Logic	26/03/2009	15/04/2009	
Oracle Reporting	02/03/2009	03/03/2009	
Introduction to Nano technology	08/12/2008	12/12/2008	

**Training Requisition: Managers can create a Training Request for Regular courses and Adhoc training**

## Training Requisition



### Training Requisition Details

Save

Back

<b>Course Name</b>	<input type="text" value="Business Analytics"/>	<b>Dates are Flexible</b>	<input type="checkbox"/>
<b>Venue</b>	<input type="text" value="Mumbai Office"/>	<b>Schedule To Date</b>	<input type="text" value="20/07/2013"/>
<b>Designation</b>	<input type="text" value="Manager"/>	<b>Source Of Training</b>	<input type="text" value="Internal"/>
<b>Schedule From Date</b>	<input type="text" value="15/07/2013"/>	<b>Requisition By</b>	<input type="text" value="Abhijt"/>
<b>No Of Days</b>	<input type="text" value="6"/>	<b>Max no. of Employee</b>	<input type="text" value="15"/>
<b>Requisition Date</b>	<input type="text" value="10/07/2013"/>	<b>Total Cost</b>	<input type="text" value="10000"/>
<b>Hours</b>	<input type="text" value="30"/>		
<b>Total budget</b>	<input type="text" value="10000"/>		
<b>Cost per person</b>	<input type="text" value="666.6666666"/>		

**Infrastructure Required**

**Employee No.**

**Faculty's Name**

Training cost Item	Payable To	Contact Person	Contact No	Amount	
REFRESHMENTS	ABC refreshments	Madhav Kulkarni	123	5000	
STATIONERY	ABC stationary	Atul Patil	456	3000	
TRAVEL	ABC tours	Nikhil Patil	789	2000	

**Training Requisition : Training Requisition includes various details like:**

**Budget, Resource Required, Training faculty, Training scheduled dates and Item-wise estimated Cost**

## Training Requisition Approval





### Training Requisition Details

Approve

Back

Course Name	Business Analytics		Dates are Flexible	<input type="checkbox"/>
Venue	Mumbai Office		Schedule To Date	20/07/2013
Department	Manager		Requisition By	Abhijt
Schedule From Date	15/07/2013		Max no. of Employee	15
Requisition Date	10/07/2013		Total Cost	10000
Hours	30			
Total budget	10000			
Cost per person	667			

**Training Requisition Approval : Once the requisition has been submitted , it is forwarded for Approval to HR**

**Training Schedule**  




**Course Schedule** Schedule Topics Cancel Schedule Save Cancel Back

Select Course Type

Course Name

Location

Schedule From-To Date

Schedule From Date   Schedule To Date   Nomination Cut-Off Date  

Evaluation Required  Allow Self Nomination

**Contact Details**



Contact Person

Contact Phone

Contact Email

**Training Schedule: Once the Requisition is approved, HR can prepare the final Training Schedule**



**Training Nomination**  

**Training Nomination**

Course Name

Schedule From-To Date

Employee No	Employee Name

Employee Name	Approval Status
Nazim	Approved
Prashanth Kumar	Approved
Manoj Nair	Approved

**Training Nomination: Employee / managers can nominate themselves or team for training program**

## Training Nomination Approval



### Training Nomination Approval

Save

Cancel

Course Name

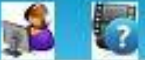
Schedule From-To Date

Nomination List

Employee No	Employee Name	Nominated By	Actions
ET09	Nazim		<input type="text" value="Approved"/>
ET01	Prashanth Kumar		<input type="text" value="Approved"/>
ET08	Manoj Nair		<input type="text" value="Approved"/>

Training Nomination Approval

## Training Course Attendance



### Training Course Attendance

Save

Cancel

Requisition Type

STANDARD

Course Name

Sales Inductio

Schedule From-To Date

25/06/2013 To 26/06/2013

Employee No

Employee Name

Attendance

Check All

ET08

Manoj



ET09

Nazim



ET01

Prashanth



**Training Attendance: HR marks Attendance status for each employee who has attended. You can automatically generate Feedback Form for those who have attended.**

**MANPOWER  
REQUISITION**

**E-OFFICE**

Item Request

Training Feedback

**PERFORMANCE  
MANAGEMENT**

PMS Form

Assignment Review

Rohan Anant Sura	Trainee	2245697901	abhijit.ahirrao@emportant.com
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Latest Policies / Manuals


Search Text


Find

**Latest Activity**

No Recent Activity

**Training Feedback: Employee can submit the training feedback by using his ESS, and that will be routed to his supervisor as well as trainer and HR**

**Training Feedback** 

Ref. No.  








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**Course**

Course Name   Comment :

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**Your Feedback**

	Rating	
<input type="text" value="Was the material easy to understand?"/>	<input type="text" value="3"/> <input type="button" value="v"/>	
<input type="text" value="How useful was the session in your daily job applications ?"/>	<input type="text" value="3"/> <input type="button" value="v"/>	 
<input type="text" value="How useful is the reference material?"/>	<input type="text" value="3"/> <input type="button" value="v"/>	 
<input type="text" value="How well was the session organized ?"/>	<input type="text" value="3"/> <input type="button" value="v"/>	 

**Training Feedback: Employee submits his feedback about training session he/she had, with their Rating**

**Demo Hospitality Services  
Training Requisition Report**

<b>COURSE_DESC</b>	<b>FROM_DATE</b>	<b>TO_DATE</b>	<b>STATUS</b>
Financial Costing	01/07/2013	02/07/2013	Approved
Introduction to Nano technology and impact on drug discovery	08/12/2008	12/12/2008	Approved
Training on Oracle Reports	02/03/2009	03/03/2009	Unapproved
<a href="http://www.investopedia.com/terms/i/investment-securities.asp">http://www.investopedia.com/terms/i/investment-securities.asp</a>	01/04/2009	01/04/2009	Approved
Logic	26/03/2009	15/04/2009	Approved
<a href="http://www.investopedia.com/terms/i/investment-securities.asp">http://www.investopedia.com/terms/i/investment-securities.asp</a>	20/07/2009	31/07/2009	Approved
Business Intelligence	06/05/2013	10/05/2013	Approved
Business Analytics and use in common business operations	17/06/2013	20/06/2013	Approved
Sales Induction	25/06/2013	27/06/2013	Approved
Business Analytics and use in common business operations	15/07/2013	20/07/2013	Approved

**Training Reports: HR can generate various types of reports for training requisition status and scheduled date, Training feedback, etc.**

# Thank You

**For More Information**

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