



SE Training

Training Planning and Control

Bridge the Gap Between Talent and Opportunity

Overview

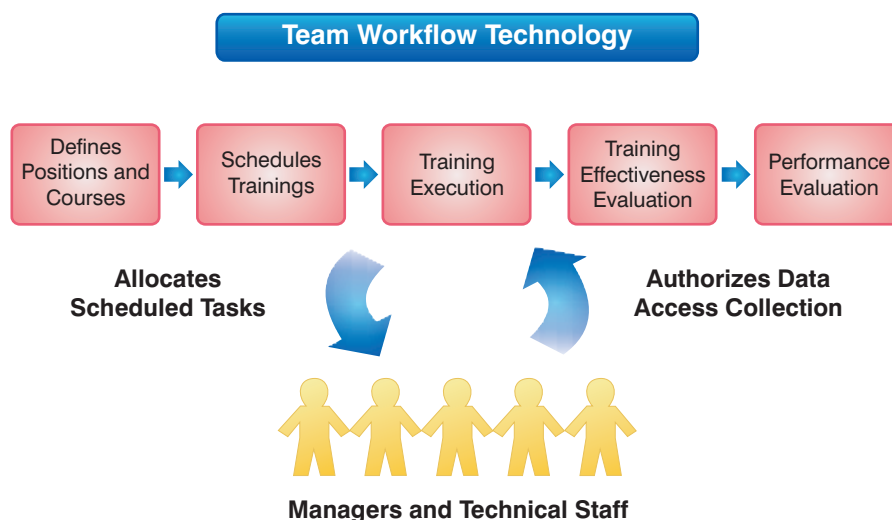
SE Training is the definitive solution for the effective management of training at your company. The system continuously verifies, notifies and directs employee competencies for the mechanism that monitors the competence assessments within pre-established deadlines.

SE Training guarantees the periodic planning of the training required at the company, including the monitoring of costs resulting from internal and external training, as well as the reservation of training rooms and audiovisual materials, thereby optimizing the available resources at the company.

SE Competence offers different management indicators for measuring effectiveness in terms of human resource qualification, which display the level of adequateness of the organization's different areas, indicating those with the highest lack of qualification.

SE Training ensures the continuous improvement of employees at your company, with increased productivity and the continuous generation of new ideas, guaranteeing improved levels of competitiveness and profitability within the corporate context.

Team Workflow



Features

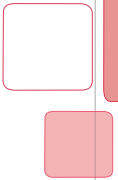
Parameterization and Determination of Needs

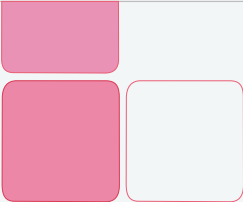
- Description of the professional profile for the functions existing in the company areas, with the identification of the respective responsibilities, authorities and required courses.
- Catalog of the qualification courses, containing the objective, content, prerequisites, materials used, competencies fulfilled, etc.
- Teaching institution registration with identification of the respective training courses.
- Identification of internal instructors with proven qualification for each course and license to administer the same.
- Attachment of any scanned documents on employees and training, such as the Curriculum Vitae, course certificates, diplomas, assessments, etc.
- Form for interested employees to request training, which is automatically sent for approval by the responsible area.
- Formula for enrollment in training open to the public, with the control of available spots and order of enrollment.
- Verification and notification of the courses required that were not yet completed by employees, based on their respective functions within the company.
- Creation of company organization chart considering the hierarchy relationships between the different areas.
- Complete training and certification history for each employee, informing when each earned his or her degree, the level of study, certificates received and the dates set for recycling training.

Training Planning

- Training programming in configurable calendars – weekly, monthly, annually, etc. – with automatic display of the pending training needs for the respective period.
- Publication of timelines of programmed training in the format of agendas, spreadsheets and Gantt charts, configured per employee, specific area or for the entire company.
- Electronic signature mechanism for those responsible for approving the training planned for a specific period.
- Reservation of training rooms and audiovisual resources through agendas that indicate conflicts and the total allocated workload.
- Definition of a script of those responsible for approving the planned training.

Implementation of Training

- Support for all types of training assessment – pre-training (start), training (end), reaction (participant evaluates the training) and post-training (period of time after training ended).
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Verification of Effectiveness

- Verification of training effectiveness (when applicable), including the recording of the assessment method and objective evidence to prove such effectiveness.
- Verification of pending training and assessments per employee or company area, including notification of the same.

Monitoring

- Maintenance of the company's talent database, displaying the employees who have completed certain training and/or have proven competencies.
- Printing of certificates for those who participate in internal training.
- Possibility to search the history of completed training using different search filters, such as by employee, area, course, period, effectiveness, etc.
- Stratification of data on employee training and qualifications using different classification parameters such as area, course, employee, competency, period, etc., as well as the presentation of results in spreadsheets or graphs such as Pareto, pie, bar, etc.
- Generation of "estimated vs. actual" comparative results on the training with totals by number of training sessions or participants, work load, training costs, fulfillment of deadlines, etc.
- Calculation of employee qualification level associated with the functions performed, including total results by employee, function or area.