

Management of Training and Development

Are you making the most of your Training budget?

The management and delivery of training is often an underestimated task. Convincing some in the business that training is important can be the first challenge to overcome. Understanding the needs of the business, building the appropriate portfolio of courses and having quality trainers to deliver and monitor the effect of training is a tough challenge on its' own.

It is only then, that the time consuming and complex logistical challenge begins, efficiently managing the various elements and participants in any training to best effect: training facilities, trainers, equipment, material and perhaps most difficult of all, busy trainees, to be in the right place at the right time is not easy. This can lead to training programmes being criticised for being inefficient, costly and ineffective.

Are you finding organising and scheduling your training and development is harder than it should be?

Insight Training Management enables an organisation's portfolio of courses to be quickly represented within the system and maintained, storing all the key information, such as the course objectives, prerequisites and course descriptions. Specific training events can then be built into a course schedule and published online for the community to view and actively engage with. Where training is compulsory, this can be pushed out to the community and completion centrally monitored and managed. More optional training needs can be assessed and identified by Management and an individual can be nominated for specific courses to support their personal development needs.

Insight workflow and task management manages all communications between the participants and their responsibilities, including bookings, cancellations, pre-course actions and material, tests, post-course feedback and any CPD recording. All training is recorded, auditable and feeds dashboard management information, allowing for the true, consolidated picture of the progress of training, at any level within the organisation.

Key Features

- Document all courses — purpose, prerequisites, qualifications
- Manage all trainers, venues, materials, equipment and trainees
- Publish training event details — dates, times venues duration, agenda
- Manage invitations, bookings and requests
- Manage linked course activity—e.g. Tests
- Attach pre-course documentation
- Training log and audit trail
- Obtain training feedback
- Management Information dashboards

Key Benefits

- Professional and efficient training services for advisers
- A consistent standard of administering courses
- Reduce costs and effort to manage training schedules
- Reduce problems such as overbooking and non-attendance
- Manage change such as cancellation or addition of events
- Consistent training records across different business functions
- Integration with the learning and development module to record CPD
- Integration to other insight modules to ensure results and achievement are logged