

MODULE FACTSHEET

STAFF TRAINING

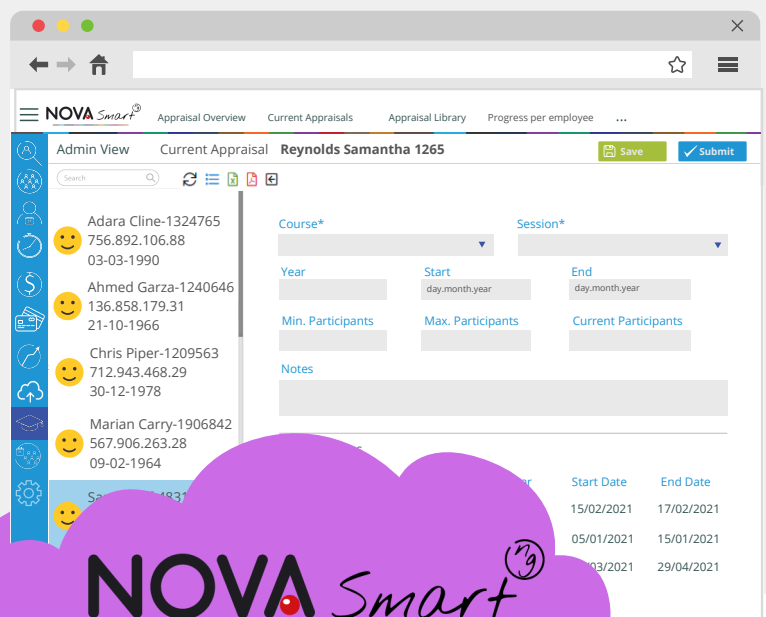


ENHANCE EMPLOYEE EXPERIENCE

Easily manage the training process from start to finish & always have an overview over the progress.

Training can often become a logistical nightmare, and so can be overlooked. **Staff training is an integral part of staff development**, not only equipping them with new skills but also **inspiration and a positive attitude**.

The NOVA Smart NG training module will **streamline the training process**. The module can be integrated with NOVA time and absence syncing the employees time management.



SET-UP FOR SUCCESS

Training is crucial to continuously improve productivity & efficiency of your workforce & providing your staff with the right tools to succeed. Nova Smart NG supports you!

Define the training framework

- Allow employees to create their own training courses.
- Integrate external courses
- Set parameters of what a course needs cover in order to reach goals & appraisal objectives
- Create rules around how many participants can attend one course



TRAINING MANAGEMENT FROM A TO Z

Easily manage the training process from start to finish, including distribution of training catalogues, registrations, trainers, course materials and the budget.

- Detailed training catalogue & course schedule
- Registration management, trainers & courses
- Control of locations, training rooms & budget
- Evaluation of the training
- Dematerialize course documents
- Alerts & notification to keep participants awareness high

TRAINING EMPOWERS YOUR EMPLOYEES

Staff training is an integral part of staff development, not only equipping them with new skills but also inspiration and a positive attitude.



- Collection of training requirements
- Planning of training courses
- Individual or group assignment of people to a course
- Follow-up of achievements of training topics
- Feedback of training from the attendees

Secure.Compliant.Customized.

HRMS Your Way!

- ✓ Only choose the modules you need
- ✓ Customize & parametrize the solution to your individual requirements
- ✓ Centralize your HR processes within one data base
- ✓ Eliminate manual processes & switch to efficient digital streamlined HR & Payroll.

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