



LD²¹ Learning and Development

Maximise your investment in staff LD training with a complete learning management software solution



Staff development and performance improvements are key business growth strategies. Frontier Software's LD²¹ module ensures that you always have the information you need for organising and managing entire staff development programmes.

From deciding who attends a particular learning event, reserving places on courses / seminars and booking accommodation, through to course evaluation, attendee history, cost control and budget management.



LD²¹ - is the premier learning event administrator and manager.



On-the-job training and monitoring of staff during learning events may include shadowing, floor-walking or team development activities. LD²¹ helps you to keep a track of all of these activities and key functions include:

- **Staff development & review (training needs analysis)**
- **Event management**
- **Waiting lists**
- **Course management (learning events)**
- **Skill assessments**
- **Align learning with organisation strategies**
- **Bookings and attendance history**
- **Email communications for bookings and cancellations**
- **e-Learning interfaces**
- **Professional development**
- **Assessments and course evaluation**
- **Graphical displays**
- **Learning paths**



Performance and development

Many organisations discuss employee development needs during a performance review (appraisal). Learning needs can be entered and maintained in the learning & development database. Preferences can be reviewed by the appropriate manager and learning events allotted for attendance. Alerts can also be created to identify incomplete reviews.

HR²¹ Manager Self Service

Management can obtain an instant view of staff waiting lists, learning paths, continuous professional development, competences and qualifications attained. This solution can also be used to update performance management and to approve and complete course applications, evaluations and competency assessments. A range of graphical interfaces can be used to present skill profiles of staff members, jobs and learning categories.

Course catalogue

Presenting course information in an easy-to-read format is essential for delegates to decide where, when and what learning event to attend. A flexible approach is provided within LD²¹ to maintain event details, benefits, costs, topics and locations.

HR²¹ Employee Self Service

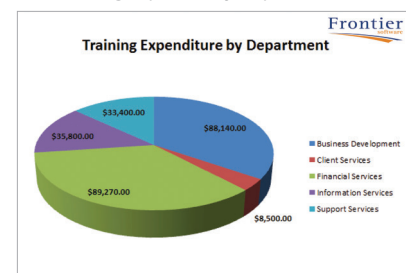
With online access to the LD²¹ module, staff members can apply to either attend or simply register their interest in attending a particular learning event. This is called a 'waiting list' and is updated automatically by LD²¹ when excess bookings are received for a particular learning event. If business processes affect a booking for a particular learning event, or a course cancellation occurs, or a session date is changed the event waiting list is automatically updated.

Secure, online access to the learning & development database is assured with LD²¹. Employees can be authorised to view information such as course availability, waiting lists, continuous professional development and competences. In addition, qualifications attained, learning proposal plans, course objectives and related documents can be defined at anytime. This self-service facility also allows employees to update information held within the database such as:

- Professional memberships
- Status of learning path
- Questionnaires / evaluations
- Development requests
- Events attended



Training Expenses by Department



The future of learning is e-Learning

e-Learning has become an important aspect of any personnel development strategy and with LD²¹, managers can report on usage of these facilities and incorporate links to providers of e-Learning media and applications.

Course Evaluations

After completing a learning event, staff are expected to complete an evaluation form. This will then be used to identify if the event is worthwhile repeating, the event presenter was acceptable and that the course met company objectives. Email alerts can also identify when an evaluation form has not been completed.



Competency frameworks

Create a collection of skills (competences) and allocate these to courses, job roles and organisation levels according to your requirements. LD²¹ updates employees competences according to business rules, and it will also identify when employees require further training. When a skill / competency mismatch is identified, this can be highlighted automatically via reports and displays. Competency frameworks can be associated with:

- **Courses**
- **Qualifications**
- **Professional bodies**
- **Awards**
- **e-Learning**
- **Training materials**
- **Continuous Professional**
- **Development (CPD)**

LD²¹ can also be used in conjunction with HR²¹: Employee & Manager Self Service. Secure access to the LD²¹ Learning and Development module allows managers to plan current and future learning events from any location. Employees can determine their own career development via this one stop, online administration facility.

Report designer

It is vital to provide an easy-to-use reporting facility to extract learning information from a human resource database. The report designer supplied is easy to use and intuitive. It enables users, subject to security, to specify the data items to be reported, followed by the sort and selection criteria. Data can be extracted or exported into a variety of other formats – including spreadsheets.

Email Alerts

Triggers and alerts can be used within the LD²¹ module. Any date can be used to trigger an email alert / reminder - an essential feature for any busy HR department.



Skills are essential within any organization

Employee	Skill	Level	Start Date	End Date	Expiry
John Smith	Project Management	Advanced	2010-01-01	2010-12-31	2010-12-31
Jane Doe	Customer Service	Intermediate	2009-06-01	2009-12-31	2009-12-31
Mike Brown	Business Development	Basic	2008-03-01	2008-12-31	2008-12-31
Sarah White	Human Resources	Advanced	2007-09-01	2007-12-31	2007-12-31
David Black	Finance	Intermediate	2006-04-01	2006-12-31	2006-12-31
Emma Green	Marketing	Basic	2005-11-01	2005-12-31	2005-12-31
James Grey	Operations	Advanced	2004-08-01	2004-12-31	2004-12-31
Laura Pink	IT Support	Intermediate	2003-05-01	2003-12-31	2003-12-31
Robert Blue	Sales	Basic	2002-02-01	2002-12-31	2002-12-31
Victoria Yellow	Customer Service	Advanced	2001-10-01	2001-12-31	2001-12-31



Unlimited training history is available at anytime

Employee	Course	Start Date	End Date	Score	Pass	Expiry
John Smith	Project Management	2010-01-01	2010-12-31	85	Y	2010-12-31
Jane Doe	Customer Service	2009-06-01	2009-12-31	78	Y	2009-12-31
Mike Brown	Business Development	2008-03-01	2008-12-31	65	N	2008-12-31
Sarah White	Human Resources	2007-09-01	2007-12-31	92	Y	2007-12-31
David Black	Finance	2006-04-01	2006-12-31	70	N	2006-12-31
Emma Green	Marketing	2005-11-01	2005-12-31	55	N	2005-12-31
James Grey	Operations	2004-08-01	2004-12-31	88	Y	2004-12-31
Laura Pink	IT Support	2003-05-01	2003-12-31	60	N	2003-12-31
Robert Blue	Sales	2002-02-01	2002-12-31	72	Y	2002-12-31
Victoria Yellow	Customer Service	2001-10-01	2001-12-31	90	Y	2001-12-31