



# LD<sup>21</sup> Learning and Development

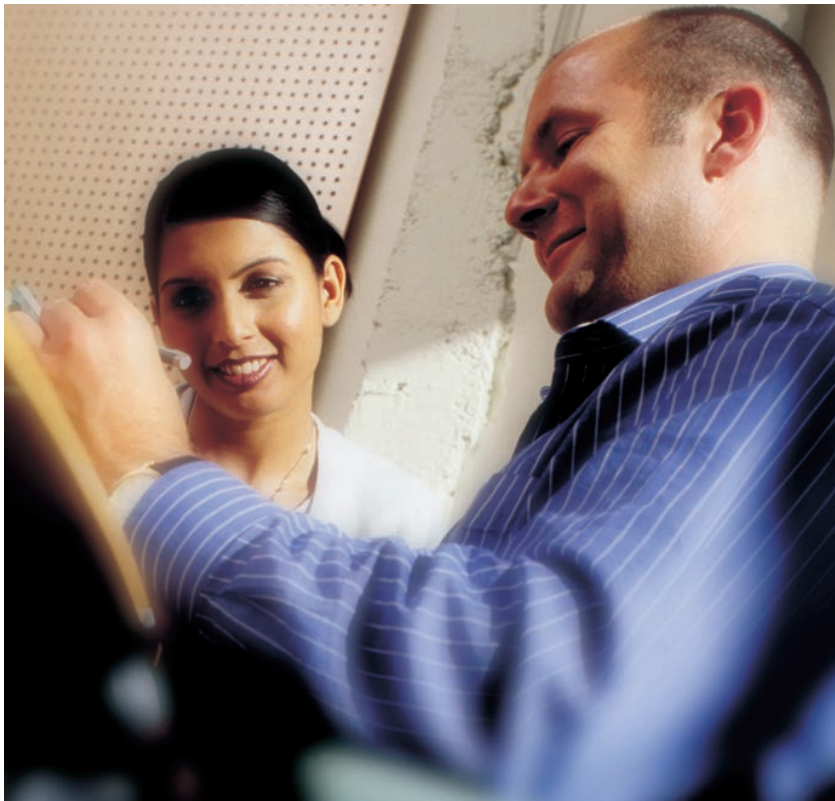
Maximise your investment in staff LD training with a complete learning management software solution



Staff development and performance improvements are key business growth strategies. Frontier Software's LD<sup>21</sup> 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.

LD<sup>21</sup> 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. LD<sup>21</sup> 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**

# LD<sup>21</sup> Learning and Development

LD<sup>21</sup> is the premier learning tool providing administration and manager functions that follow your learning event procedures and processes



## Strategic management

**Use LD<sup>21</sup> to assist you to achieve your organisation's strategies,** business plans, projects and adhere to corporate policy. This information can then be accessed when staff are being booked or wait-listed on courses to ensure that attendance on such a course meets with company objectives. Warning messages can be displayed and the record marked when a booking is made. Once a booking is confirmed, an email will be created and sent to appointed learning event delegates.

## Course management

**The purpose of any learning event** (whether a training course or by other means) is to acquire skills and be competent in their application. LD<sup>21</sup> gives you complete control by enabling learning objectives and development paths to be set and training courses scheduled. Course attendance, achievement, assessment and all other aspects of the training process can be viewed with a simple click to display information such as:

- **Course objectives & outcomes**
- **Learning event competences, assessments and assessor details**
- **Expenses & budgets**
- **Supplier / provider information**
- **Delegate waiting lists**
- **Session histories**
- **Calendar displays (graphical interface)**

## Staff development & review

**Maintain comprehensive records** of staff qualifications, accreditations and learning histories and create personal development plans that can be populated automatically with job profiles. With LD<sup>21</sup> you can conduct a thorough 'needs analysis' and report on requirements by organisation structure. A GAP analysis report and any training required are a function of this very useful process. Competences and course definitions enable groups of employees to be selected by 'training need' and allocated a suitable learning event.

## Book learning events automatically

**Booking a staff member / delegate** for a particular learning event can be an automatic function because LD<sup>21</sup> allows learning events to be allocated for a specific job role or project level. In addition a staff member may be moving to a new position with a special learning requirement designated within the LD<sup>21</sup> database. With in-house learning scenarios, LD<sup>21</sup> can also be utilised to book learning resources (CDs, DVDs, books and videos etc.), training rooms. Resource utilisation can be reported on.

## Costing and budgets

**When setting budgets,** identifying where, when, how and what was spent on training is vitally important. LD<sup>21</sup> allows users to define all costs including lost time, log and charge these to the applicable department – creating a complete costing model that is updated with all cost items.

Skills / competencies are vital in any organisation, this reports helps manage your skills matrix

The screenshot shows a 'Skill Matrix' report. At the top, it has a header with fields for Name, Staff ID, Country, Address, Date of Birth, Last Refresh Date, and Refresh Date. Below this, there are several sections, each with a table of data. The sections are: Accounting, Human Resources, Management, Payroll, and Sales. Each section contains a table with columns for various skills and their status.

## Email and letter writing functionality

**Letters can be generated instantly** for both individuals and selected groups via LD<sup>21</sup> by extracting and merging data into Microsoft Word<sup>TM</sup>.

Furthermore, LD<sup>21</sup> generates emails automatically, keeping employees upto- date with learning events. Staff members receive an email when learning programmes are added to their learning path, while reminders for event dates, or even to return learning resources, can be generated. Most importantly, this feature makes sure that managers receive email notification when staff members are booked on a course.



## 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.

## HR<sup>21</sup> 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 LD<sup>21</sup> to maintain event details, benefits, costs, topics and locations.

## HR<sup>21</sup> Employee Self Service

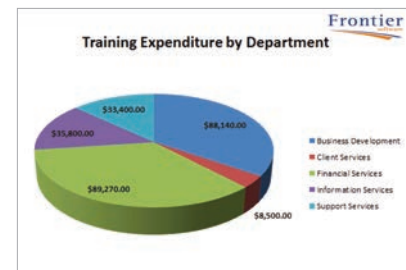
**With online access to the LD<sup>21</sup> module,** staff members can apply to either attend or simply register their interest in attending a particular learning event. This is called a 'waiting list' and is updated automatically by LD<sup>21</sup> when excess bookings are received for a particular 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 LD<sup>21</sup>. 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 LD<sup>21</sup>, 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. LD<sup>21</sup> 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)**

LD<sup>21</sup> can also be used in conjunction with HR<sup>21</sup>: Employee & Manager Self Service. Secure access to the LD<sup>21</sup> 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 LD<sup>21</sup> 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

A screenshot of a web-based report designer interface. It displays a table with multiple columns and rows of data, likely representing employee skills or training records. The interface includes a header with column names and a main area with data rows.

Unlimited training history is available at anytime

A screenshot of a web-based report designer interface, similar to the one above, showing a table of data. This screenshot likely illustrates the 'unlimited training history' feature mentioned in the text.