



Learning and Development

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A COMPLETE LEARNING MANAGEMENT SOFTWARE SOLUTION

Staff development and performance improvements are key business growth strategies. Frontier Software's LD²¹ - Learning and Development 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.

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

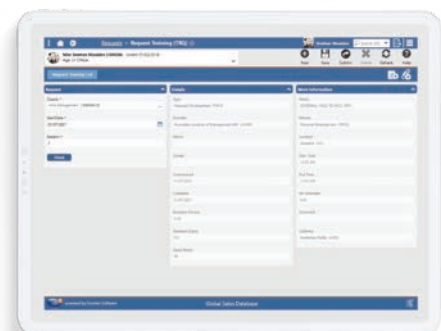
- Staff development & review (training needs analysis)
- Event management
- Waiting lists
- Course management (learning events)
- Skill assessments
- Align learning with organisation strategies
- Bookings and attendance history
- Email communications for bookings and cancellations
- e-Learning interfaces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

Strategic management

Use LD²¹ - Learning and Development 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.

Skill Matrix			
Name	Benson M	Date of Birth	1975-09-04
Staff Id	500317	Last Refresh Dat	2014-10-13
Country	Australia		
Accounting			
Accounting	Date Acquired	Refresh Date	Skill Points
Accounting	2012-01-15	2017-11-29	2
Basic Accounting	2011-11-29	2017-01-03	2
Balance Sheet	2014-08-24	2017-12-28	4
Aud Journal Entry	2012-07-04	2016-08-24	4
Letter Entries	2014-02-04	2016-01-21	2
Payroll Accounting	2013-11-26	2016-06-19	2
Petty Cash	2014-08-10	2016-03-11	1
PA Statement	2012-02-28	2017-03-28	2
Human Resources			
Compensation & Benefits	Date Acquired	Refresh Date	Skill Points
Manage Remuneration	2012-01-20	2017-05-07	3
First Aid	Date Acquired	Refresh Date	Skill Points
CPR	2011-05-23	2017-06-12	1
Life Support Skills	2012-03-01	2016-10-11	1
First Aid Management	2014-07-09	2016-08-10	2
First Aid	2013-12-11	2017-02-27	2
Resuscitation	2013-11-09	2017-01-01	2
Industrial Relations	Date Acquired	Refresh Date	Skill Points
Industrial Relations	2013-12-11	2016-04-04	3
Employee Obligations	2011-12-08	2017-02-15	1
Industrial relations	2014-08-02	2017-05-14	6
Induction	Date Acquired	Refresh Date	Skill Points
Site Induction	2012-04-06	2017-06-15	6
Area Induction	2012-01-17	2017-03-02	2
Hazard ID Permit Lot 1	2010-12-28	2017-08-29	1
Occupational Health & Safety	Date Acquired	Refresh Date	Skill Points
Crisis Health & Safety	2010-11-03	2017-12-28	3
Emergency Procedures	2012-06-17	2016-11-26	2
Personal Safety	2014-10-13	2016-03-06	3
Management			
Professional Development	Date Acquired	Refresh Date	Skill Points
Communication	2014-06-06	2016-03-17	2
Effective Leadership	2013-03-12	2016-06-13	2
People Skills	2011-12-27	2016-04-19	6

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



Simply enter relevant data for a learning event.

The premier learning tool providing administration and manager functions that follow your learning event procedures and processes.

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. LD²¹ - Learning and Development 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 LD²¹ - Learning and Development 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 LD²¹ - Learning and Development allows learning events to be allocated for a specific job role or project level.

Costing and budgets

When setting budgets, identifying where, when, how and what was spent on training is vitally important. LD²¹ - Learning and Development allows users to define all costs. Enter and charge these to the applicable department - creating a complete costing model that is updated with all cost items.

Email and letter writing functionality

Letters can be generated instantly for both individuals and selected groups via LD²¹ - Learning and Development by extracting and merging data into Microsoft Word™.

Furthermore, LD²¹ - Learning and Development generates emails automatically, keeping employees up to date with learning events.

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 - 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 - Learning and Development to maintain event details, benefits, costs, topics and locations.

Security

Secure, online access to the learning & development database is assured with LD²¹ - Learning and Development. 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.



Training expenses by department.

Staff ID	Name	Job Title	Department	Training History	Competences	Qualifications
1001	John Doe	Manager	Business Development	Project Management, Leadership	Project Management, Leadership	Project Management, Leadership
1002	Jane Smith	Analyst	Financial Services	Financial Analysis, Risk Management	Financial Analysis, Risk Management	Financial Analysis, Risk Management
1003	Mike Johnson	Support	Support Services	Customer Service, Problem Solving	Customer Service, Problem Solving	Customer Service, Problem Solving
1004	Sarah Brown	Information Services	Information Services	IT Skills, Data Analysis	IT Skills, Data Analysis	IT Skills, Data Analysis

Unlimited training history is available at anytime.



Competency frameworks

Create a collection of skills (competences) and allocate these to courses, job roles and organisation levels according to your requirements. **LD²¹ - Learning and Development** 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.

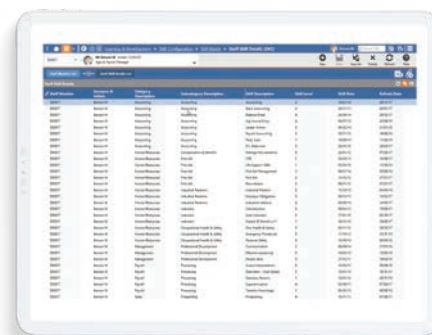
LD²¹ - Learning and Development can also be used in conjunction with **HR²¹ - Self Service**. Secure access to the **LD²¹ - Learning and Development** module allows managers to plan current and future learning events from any location. Employees can determine their own career development via this one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

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.

Email Alerts

Triggers and alerts can be used within the **LD²¹ - Learning and Development** 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.

To find out how you can access the rich functionality of **LD²¹ - Learning and Development**, contact Frontier Software.

www.frontiersoftware.com

