



NUVIEW SYSTEMS INC

Training Administration provides the power, flexibility, and ease of use to handle complex and time-consuming tasks. Flexibility and intuitive design were the top priorities while developing this module. Employee learning and development is a key component of company success. Re-organisations, reduced staffing, and new technologies have made the training (and retraining) of employees more important than ever before.

INVESTING IN YOUR EMPLOYEES • Training Managers must simultaneously track developmental events both inside and outside the company to ensure that the company's workforce has the necessary skill sets for long term success. A continuous stream of notification emails and letters, scheduling conflicts, standard course offerings, and evaluations must be processed.

TRAINING COURSES AND TRACKS • Training Managers can define the course list as well as develop complete training programs that contain many different courses. Enrollment can be done individually or for an entire group. Courses can fill up quickly so the wait-listing capability helps take advantage of any last minute cancellations to ensure full classes.

TRACK CREDITS AND CERTIFICATIONS • Training Administration also offers tracking of course credits, licenses, and certifications earned. Training costs are maintained for budgeting purposes. This module offers flexibility so that enrollment can be done by individual or group. It also allows for program tracking, enrollment via self-service (ESS required), the choice of internal or external classes, waitlists options, prerequisite lists, notifications and confirmations, and authorisations for employee self-enrollment.

HIGHLIGHTS

- Maintain course catalog
- Manage curriculums
- Manage classes
- Track certificates and course credits
- Perform mass or individual enrollments
- Built-in workflows
- Define prerequisites
- Notifications for: Enrollments, confirmations, completions, credits, evaluations, track costs/ training, investment, manage tuition reimbursements, and training metrics



90 Long Acre • Covent Garden • London WC2E 9RZ • United Kingdom •
+44 (0) 207 203 2001 • www.nuviewinc.com

NuView Systems Limited • Training Administration