

# WHITE PAPER - LDM

White Paper Document On Learning & development Module (LDM)

#### ABSTRACT

This document provides an overview of the overall functionalities in **Learning & Development Module** compiled and served to meet Business needs.

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## 1. Purpose of the document & Its Intended Audience

The purpose of this White Paper Document is to clearly detail down the functionality developed in LDM system to automate the business process with respect to Learning & Development Module. The functionality enumerated in this document are the one which occurs in day to day business with respect to Training Management.

## 2. The Learning & Development Module (LDM)

Learning & Development Module by DLI, is a robust and interactive packaged web application built to manage employee's training related need.

Request for Training & its monitoring can be managed online through its One Window all operation functionality of "Training Calendar". Further to it, Employee & Manager Request are to boost the employees participation.

Its core part of Training Program & Budgeting renders the control of Training Operation into the hands of HR..

The software is packed with the following high level Key Feature:-



## 3. Stakeholders

This sub-section describes the type of users likely to use the system.

Sr. No.	Role Name	Significance
1	HRM	HR Manager
2	Candidate	A candidate / Employee could be the one who will undergo training.
3	Line Manager	Line manager will mainly be responsible for approving "Training Registration" request transaction
4	Proxy	A user responsible for carrying out System transactions on behalf of others. Mainly used for – Labour, Security & other Blue color employees.

**4.** 1. 2. 2.1.

## **System Process Flow**

A high-level process flow diagram of proposed Application depicting various components and flow of events in the system are included herewith.

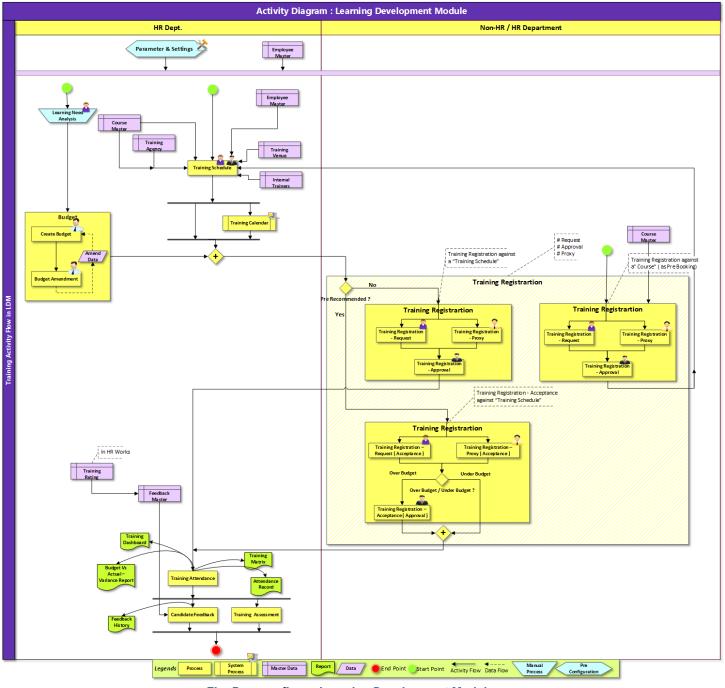


Fig: Process flow – Learning Development Module

## **1.1 Process Description**

Following sub section enlist the System functionalities that were identified during high level business requirement:-

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## 2.2.1.Master Data

#### 2.2.1.1. Course Group

User for defining Courses used for providing training to employees in the organization.

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#### 2.2.1.2. Course Master

User for defining Courses used for providing training to employees in the organization.

#### 1. Various Courses can be created as Master List

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News Letter <	÷	CM004-safety Regulation	01/01/2008	31/12/2016	Instructor Led,Online	
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2. Further additional information can be mapped viz – Budget rate, Course Material, Applicability Rules (that defines the qualification criteria for employees)

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#### 2.2.1.3. Internal Venue

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#### 2.2.2.1. Budget

Budgeting can be defined in the system & events leading to overshooting the budget can be tracked and monitored. Thus, by giving full financial control over the Training Business.

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#### 2.2.2.2. Training Schedule

Training Schedule is the core of LDM Module and is a sophisticated tool to Acknowledge, Entertain, Control and Manage Employee's Training Request. a Learning / Training Manager to pre plan and provisionally set the activities to undertake Training.

#### Steps

1. Main form gives Graphical & interactive usage to manager & handle Employees Training Related request.

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#### 2. Execute the Program

- Additional Employees can be nominated to form the best mix of training batch.
- Program date can be assigned.
- External Agency can be involved.
- System send the notification to all the stakeholders Employee, External Agency & the Trainer.
- Auto alerts can be set.

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#### 2.2.2.3. Training Calendar

Training Calendar is the core of LDM Module from an employee perspective and is a sophisticated functionality used to -

(1) Accept a nominated Program (2) Enroll for an Advertised Program & (3) Monitor the status of various Program / Requested training.

It is an interactive calendar where employee can oversee & manage various Training and its related activities.

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### 2.2.2.4. Training Registration

Training Registration empowers an employee (a proxy there of) to carry out multitude of activity – (1) Enrolment against a Course (2) Schedules Program (3) Accepting against Nominated Scheduled Program.

#### Steps

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**2.2.2.5. Training Attendance** Training Attendance can be marked by the authorized user. This completes the process of training ailment by the employee and create an audit record in his employee master.

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## 2.2.2.6. Training Feedback

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# **2.2.2.7. Training Assessment** Line Manager will be able to evaluate an employee based on assessment.

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## 2.2.3 Reports

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#### 2.2.1.

#### Report out of feedback provided by the trainee for a Training provided.

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Administrative Servi <	i <b>i</b> 1	raining Feedbacl	< Report							~ <b>τ</b> ©
Self Service <	From [	Date 01/08/2017 🔽 1	o Date 04/09/2018	<ul> <li>Run Repo</li> </ul>	ort Clear Save R	eport				
HR Portal 🗸	Drag	a column header here to	group by that colum	n						
Employee Details		Employee Code	Training Feedback	Training Schedule		Course	Details			
			-		Training Method	Course Type	Classification	Course		
Employee Portal	•	EMP1001-Javed Anwar	TAS0001	TS0007	Off the Job	Internal Training, Training Agency	InstructorLed,Online	Project Estimation		
Employee Portai	•	EMP1010-Khushwant Singh Sansowa	TAS0007	TS0007	Off the job	Internal Training, Training Agency	InstructorLed,Online	Project Estimation		
Payroll Transactions	۲	EMP1010-Khushwant Singh Sansowa	TF0002	TS0010	On the Job	Internal Training, Training Agency	InstructorLed,Online	Lathe Machine Training		
News Letter <	•	EMP1002-Sini Thomas	TAS0002	T50012	On the job	Training Agency	InstructorLed	Group Discussion Learning		
Clearance Form And E <	۲	EMP1010-Khushwant Singh Sansowa	TF0003	TS0017	On the job	Internal Training,Training Agency	InstructorLed,Online	Fire Fighting Basic		
Feedback Reporting <	Pa	ige 1 of 1(5 items)								Page Size 10
Performance Manageme <										
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### 2.2.3.2 Training Tracker Report

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#### Report about – What, When and to Whom a training was provided.

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Yaser	Training Tracker Report & HR Portal > Report Center > Training								
dministrative Servi <	I Training Tracker Report								· • •
If Service <	From Date 01/09/2017 • To Date 04/09/2018 • Show Last Training • Run Report Clear Save Report								
R Portal 🗸 🗸	Drag a column header here to group by the	at column							
ployee Details	Full Name	Date Of Birth	Hire Date	Termination Date	Fire Fighting Basic	Autocad	BRD Documentation	Project Estimation	Lathe Machine Trainin
	[			[	[	[		[	
port Center	EMP1001-Javed Anwar	19-Sep-1969	11-Jun-2012		12/12/2017	14/09/2017	28/11/2017	28/11/2017	14/12/2017
	EMP1002-Sini Thomas EMP1003-Barbara Samardzija	18-Feb-1979 27-Sep-1975	08-Nov-2006 01-Mar-2012		13/12/2017				14/12/2017
nployee Portal <	EMP1003-Barbara Samarozija EMP1004-Vishnu Rajan	01-Jan-1977	01-Mar-2012 01-Mar-2012		07/12/2017				
	EMP1005-Rethesh Babu	22-Nov-1979	27-Aug-2008		13/12/2017		28/11/2017	28/11/2017	14/12/2017
yroll Transactions <	EMP1008-Alicia	17-Jul-1983	01-Mar-2012		13/12/2017		28/11/2017	28/11/2017	14/12/2017
ws Letter <	EMP1010-Khushwant Singh Sansowa	28-Jun-1981	01-Mar-2012		07/12/2017				
ews Letter <	EMP1011-Thomas Antony	17-Aug-1974	01-Mar-2012			14/09/2017			
earance Form And E <	EMP1012-Arfan P	05-Aug-1990	01-Mar-2012		13/12/2017				13/12/2017
earance Form And E <	EMP1013-Yaser Muhammad	11-Nov-1979	01-Mar-2012		13/12/2017		28/11/2017	28/11/2017	14/12/2017
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