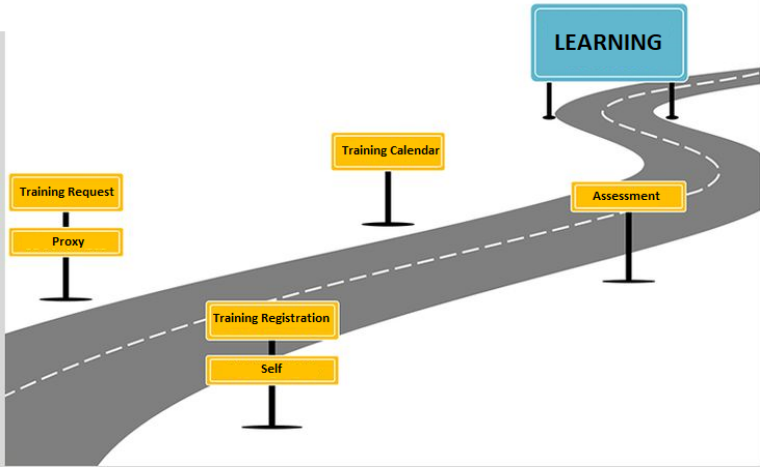

WHITE PAPER - LDM

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.

Prepared by – Khushwant Singh Sansowa

DLI-IT GROUP
Solutions and Beyond®

Ver 1.0

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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. System Process Flow

1.
2.

2.1.

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

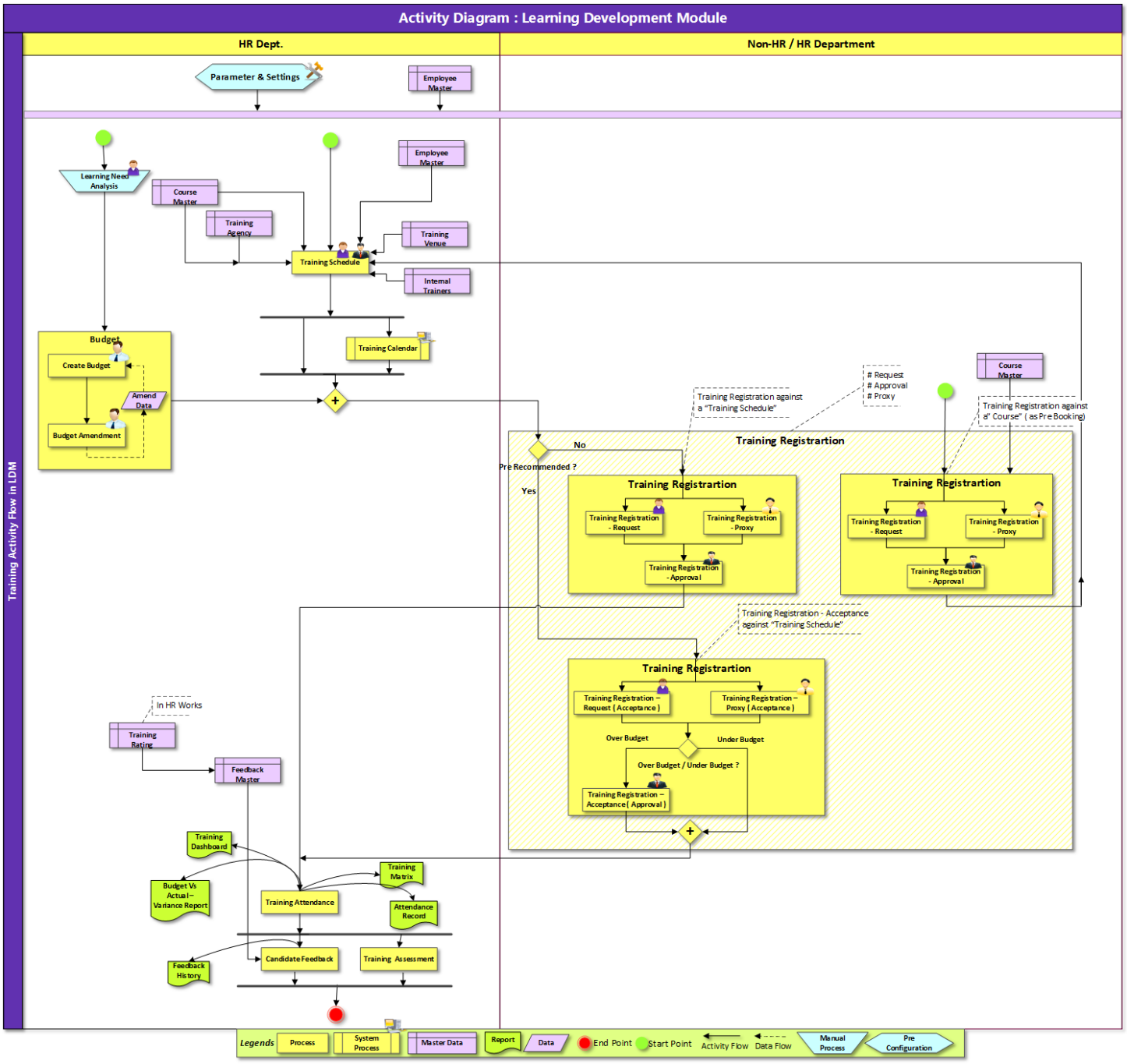


Fig: Process flow – Learning Development Module

1.1 Process Description

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

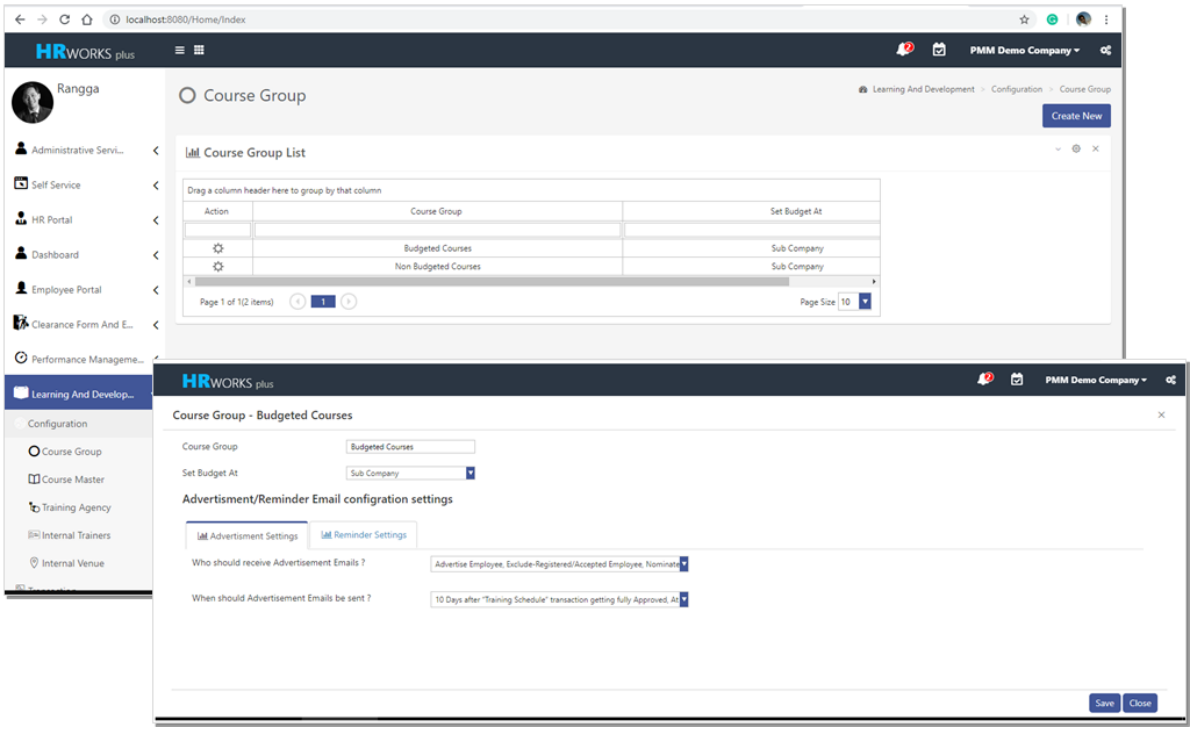
1.
2.
   2.1.
   2.2.

2.2.1. Master Data

2.2.1.1. Course Group

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

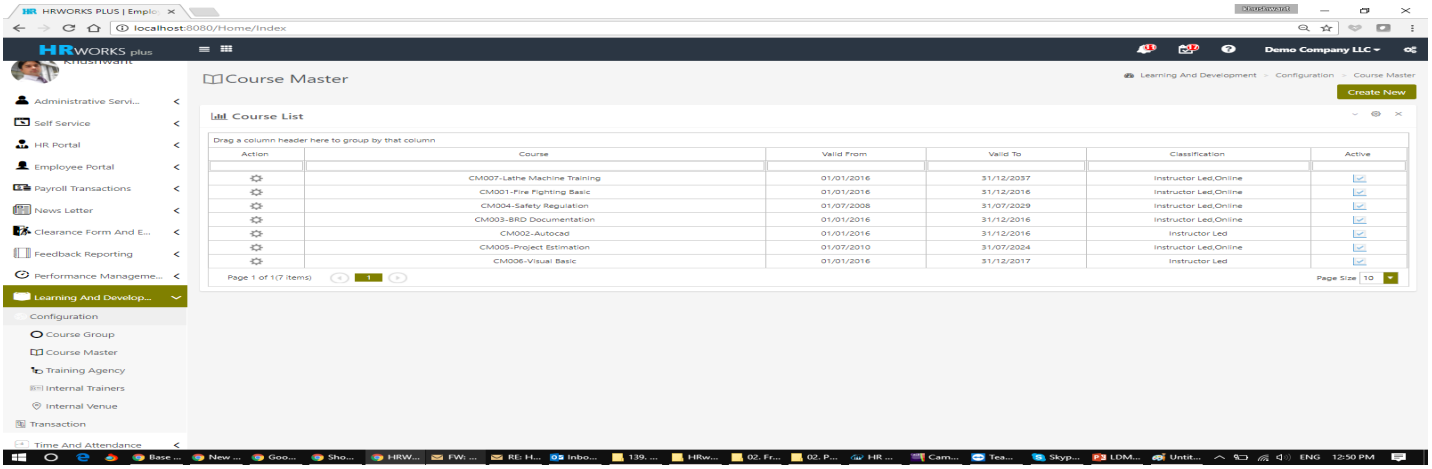
Course Group is a high level categorization of courses.



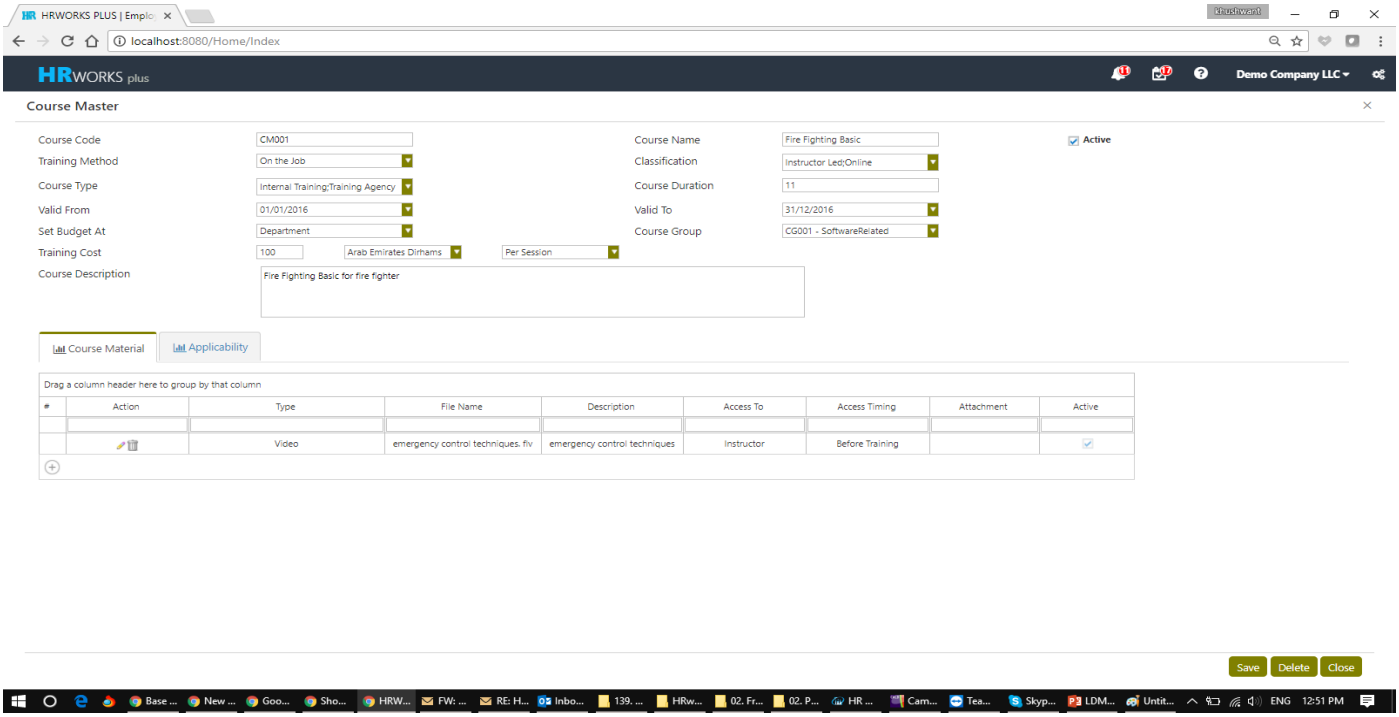
2.2.1.2. Course Master

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

1. Various Courses can be created as Master List

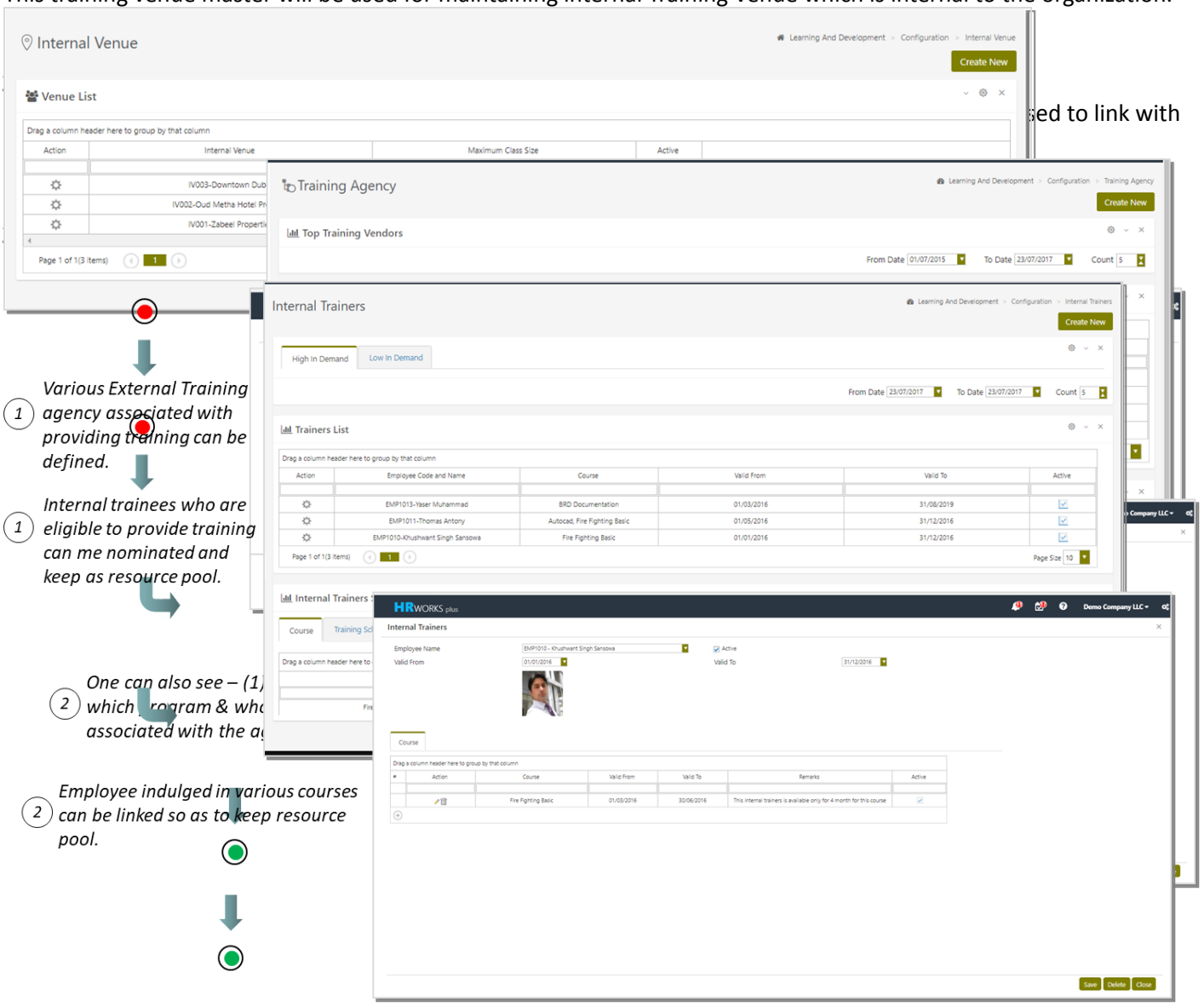


2. Further additional information can be mapped viz – Budget rate, Course Material, Applicability Rules (that defines the qualification criteria for employees)



2.2.1.3. Internal Venue

This training venue master will be used for maintaining internal Training Venue which is internal to the organization.



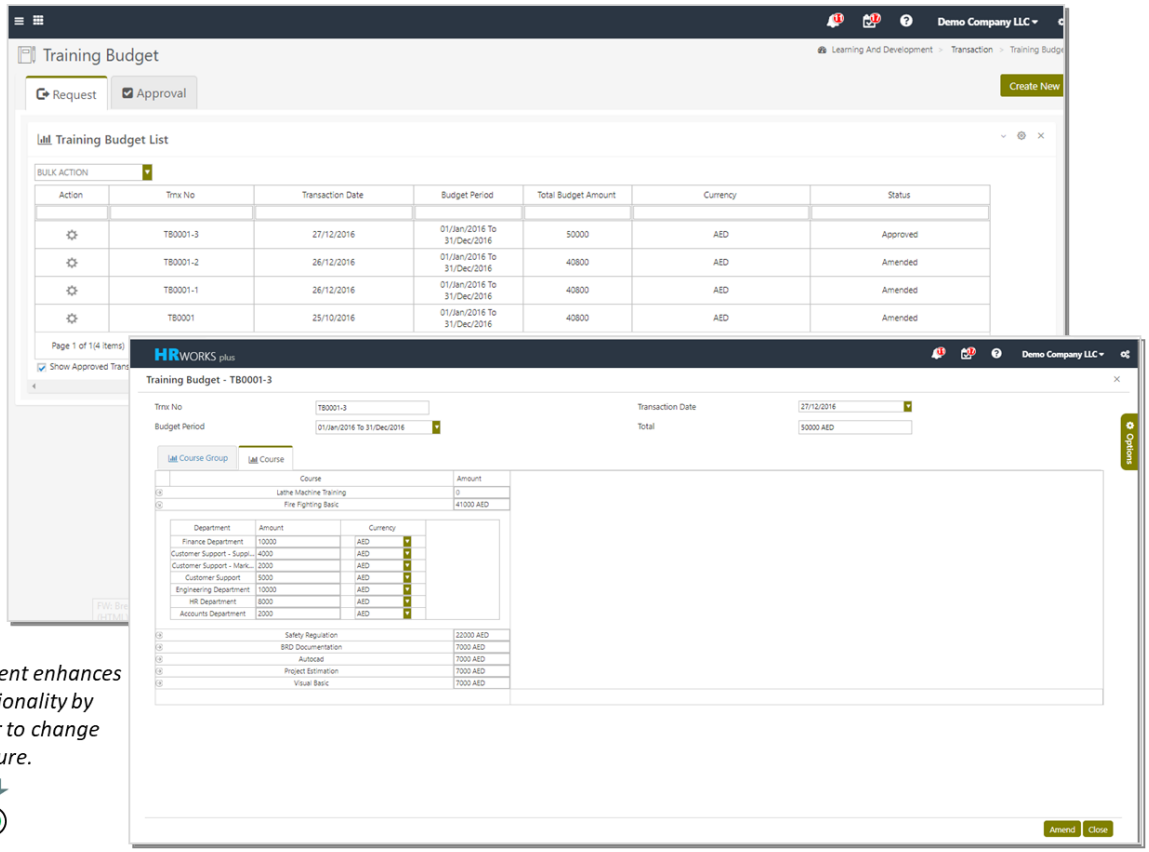
2.2.2. Transactions

1.
2.
   2.1.
   2.2.
      2.2.1.
      2.2.2.
      2.2.3.
         2.2.3.1.

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.

Steps



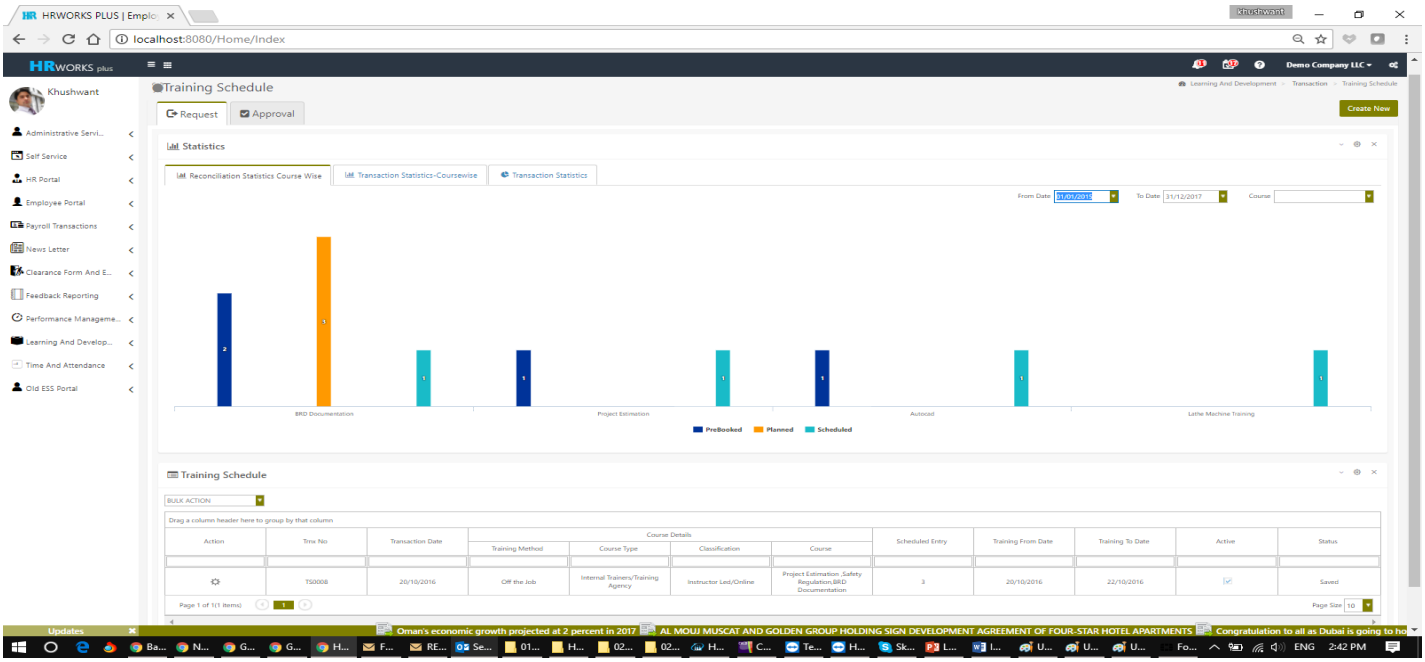
1. *Various instances of budget can be maintained at a time*
2. *Course & Department wise budget can be defined. An overall cap of Course Category can also be maintained.*
3. *Budget Amendment enhances the Budget functionality by allowing the user to change the Budgeted figure.*

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.

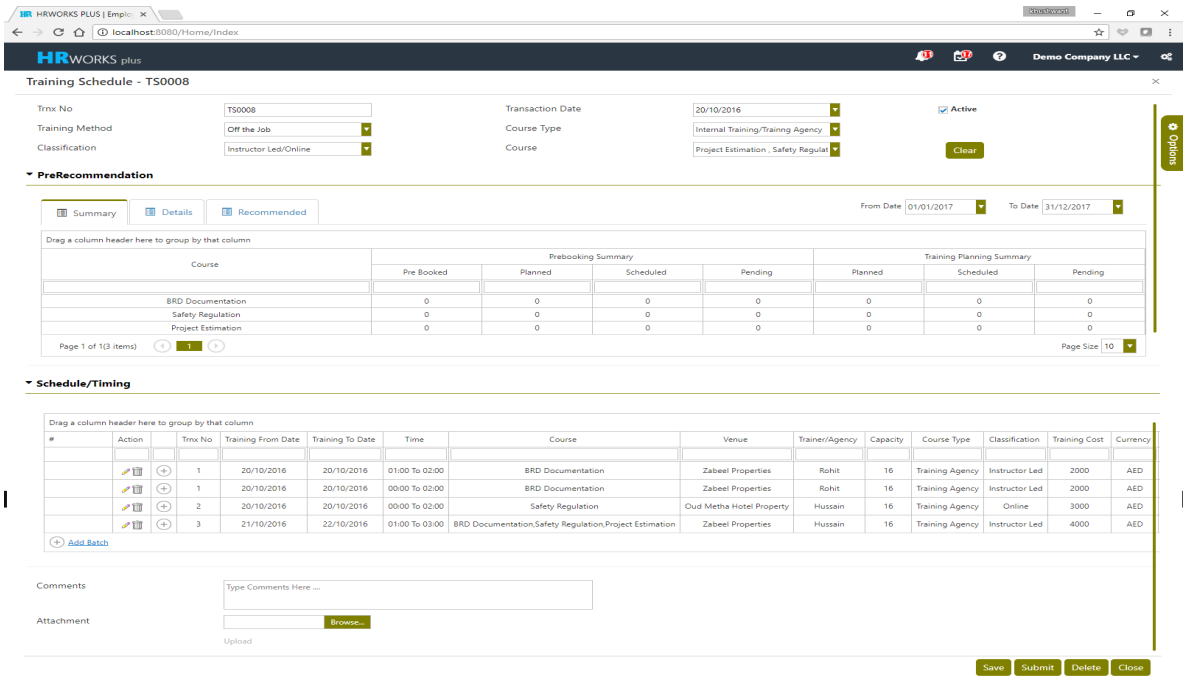
Steps

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



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.

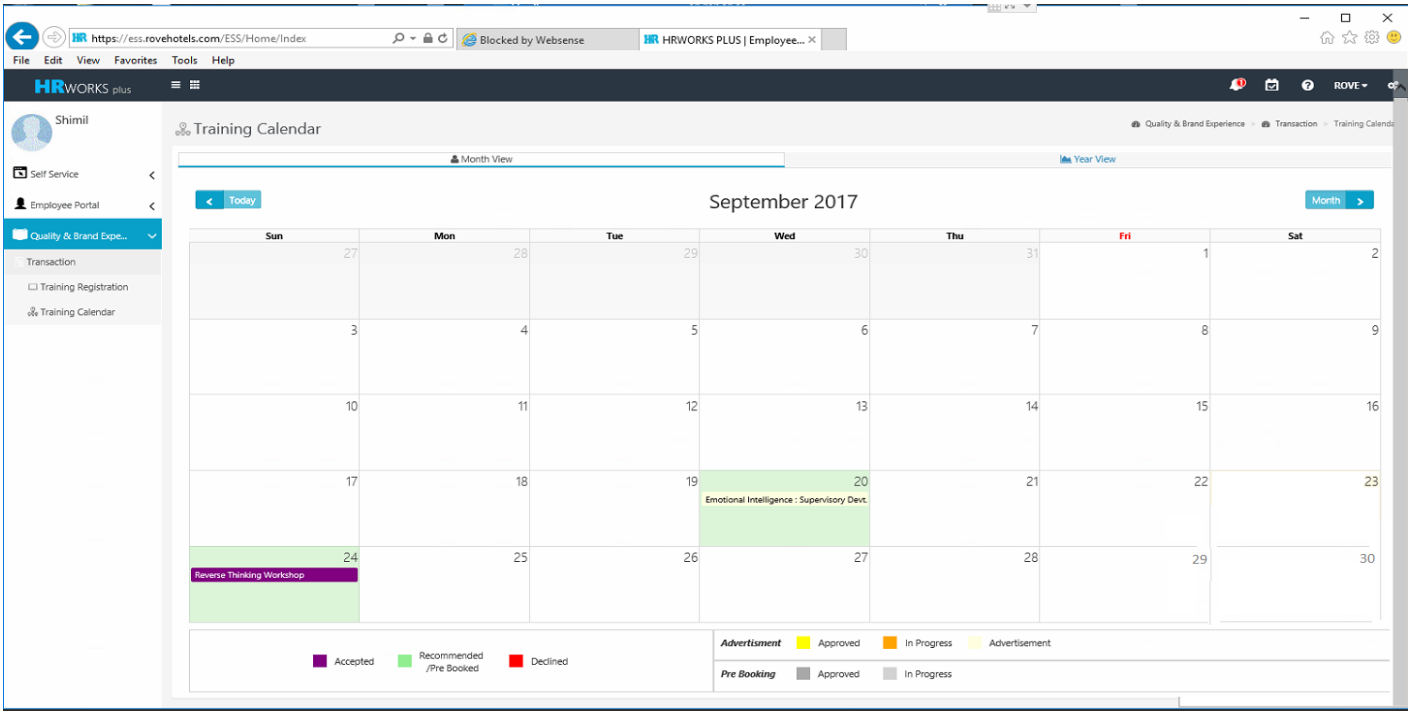


2.2.2.3. Training Calendar

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.

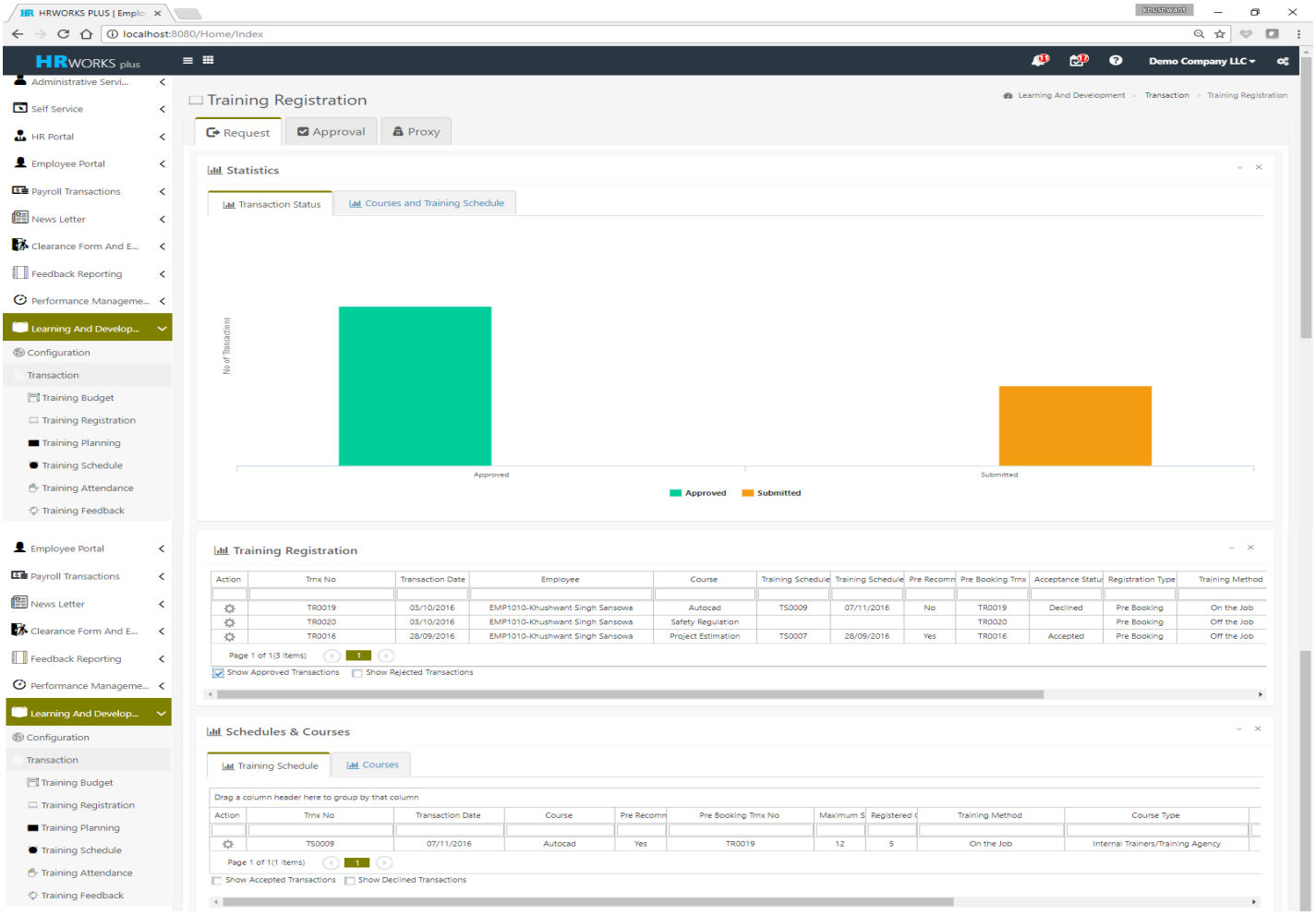


2.2.2.4. Training Registration

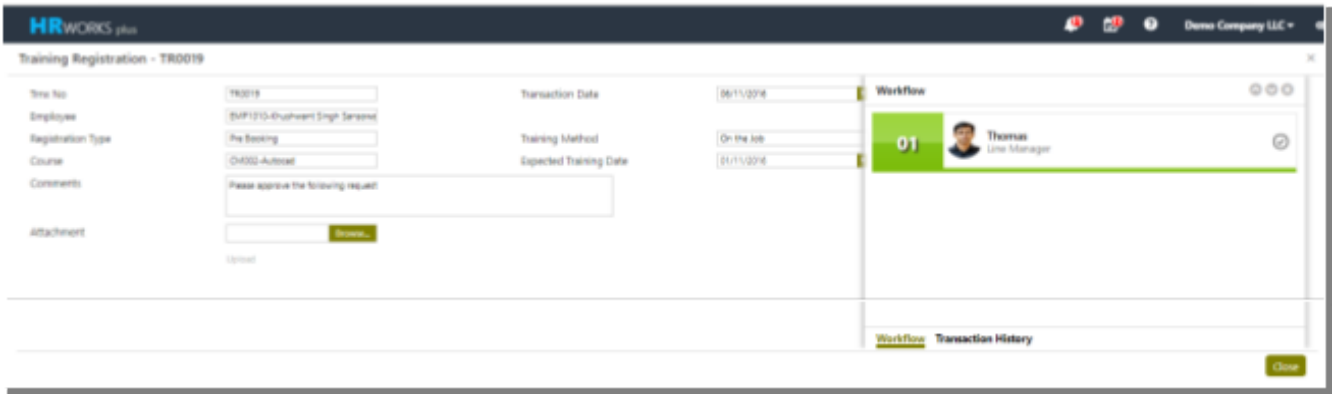
Training Registration empowers an employee (a proxy there of) to carry out multitude of activity – (1) Enrolment against a Course (2) Schedules Program (3) Accepting against Nominated Scheduled Program.

Steps

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

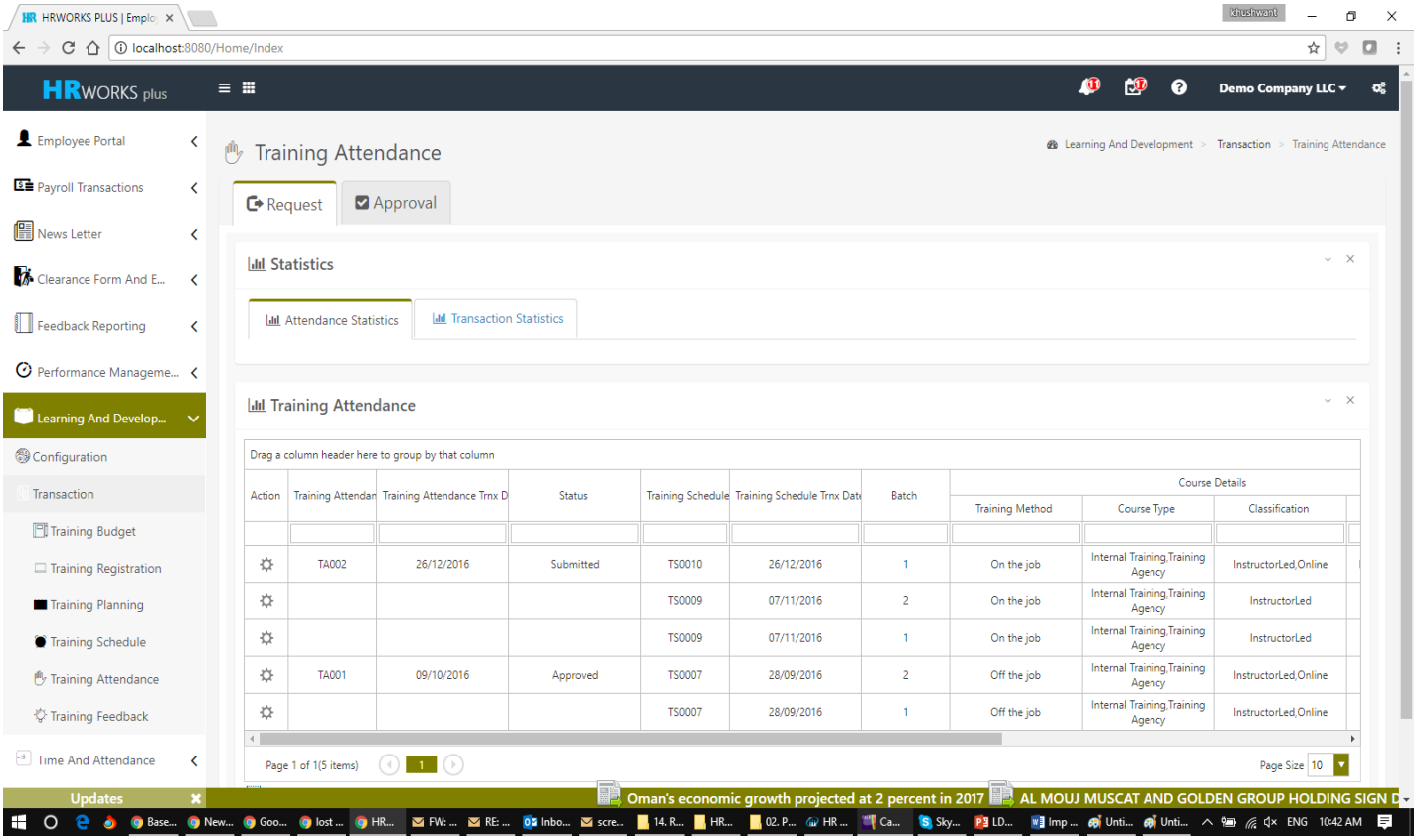


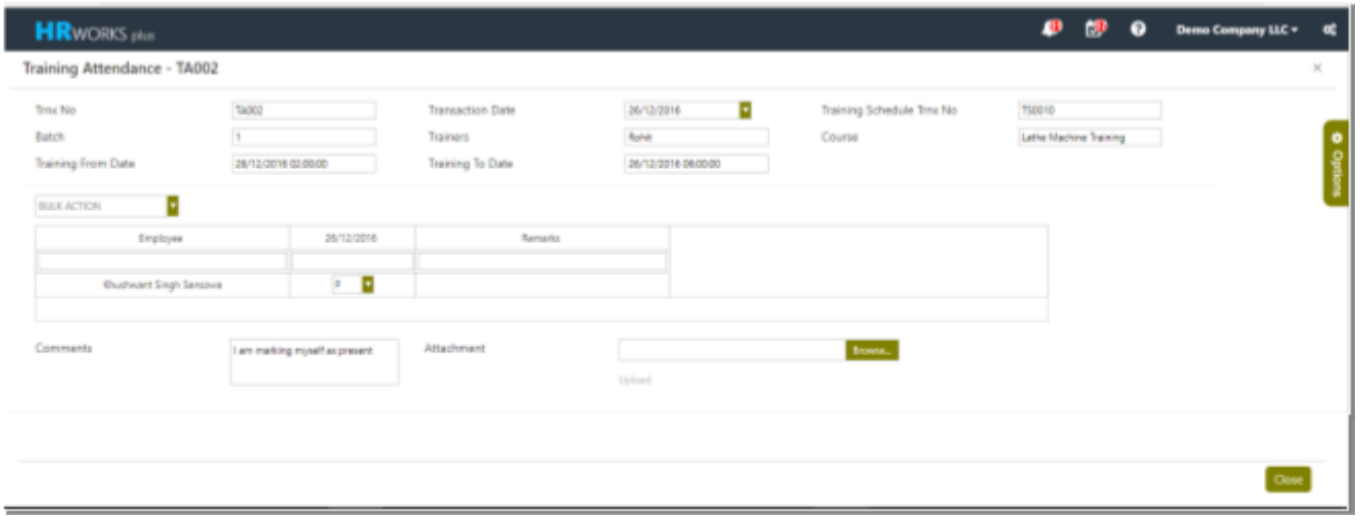
2. Various transaction can be carried out at fingertip which shall then be controlled by Approving Authority.



2.2.2.5. Training Attendance

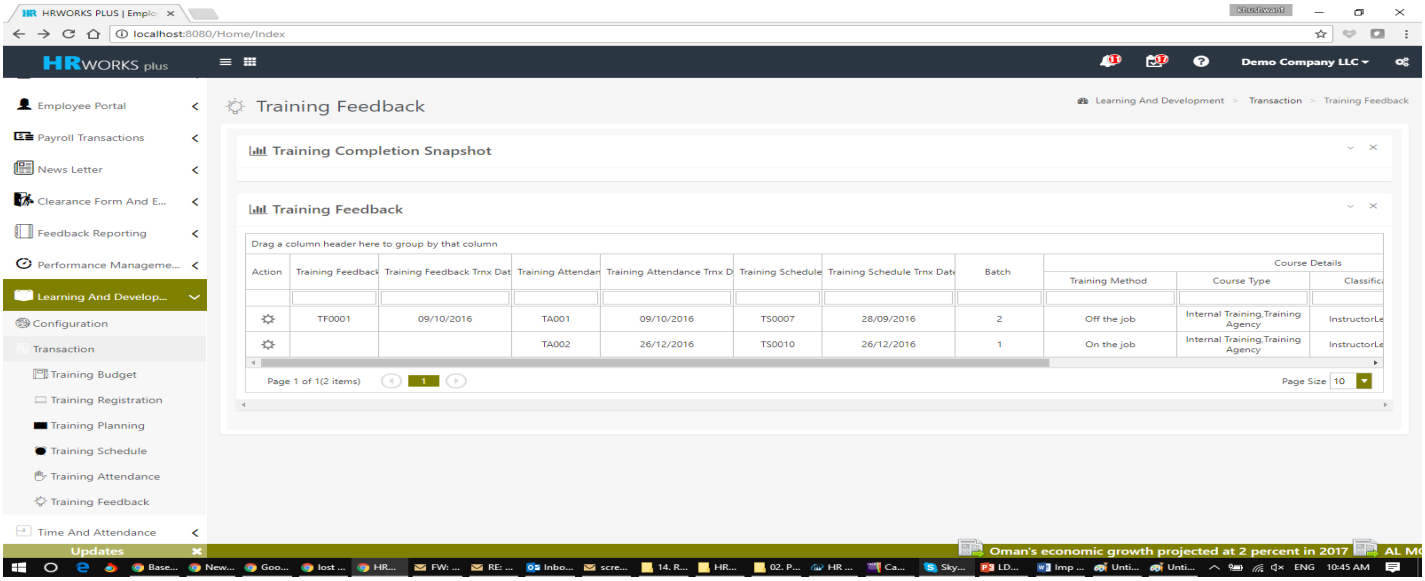
Training Attendance can be marked by the authorized user. This completes the process of training ailment by the employee and create an audit record in his employee master.





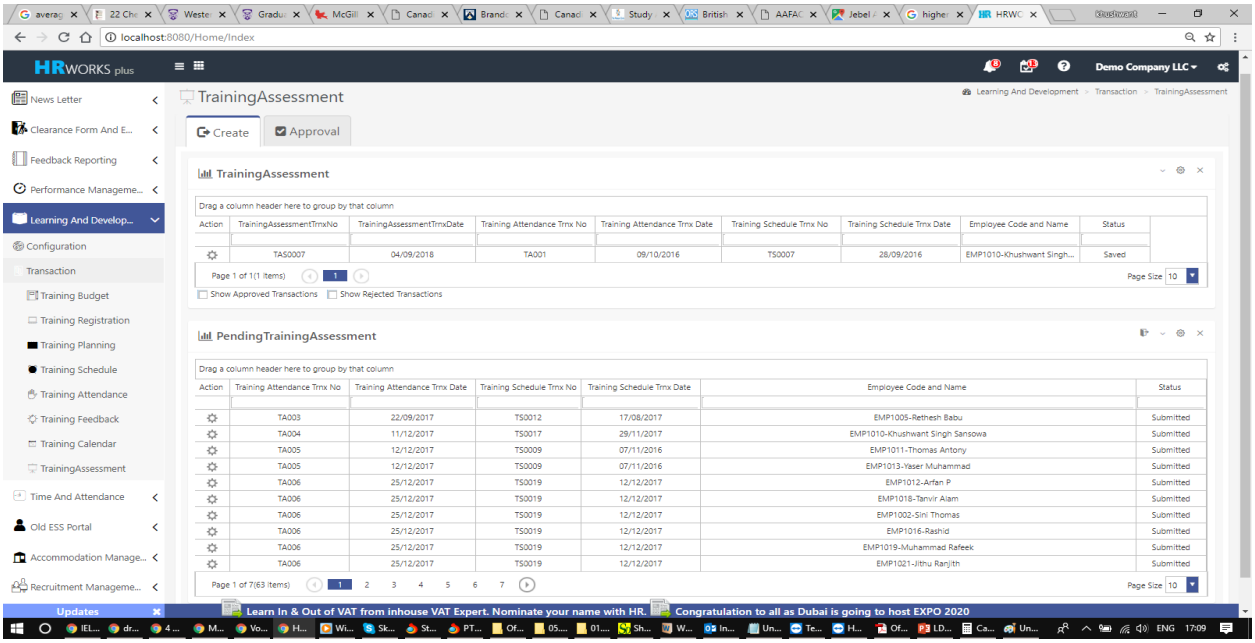
2.2.2.6. Training Feedback

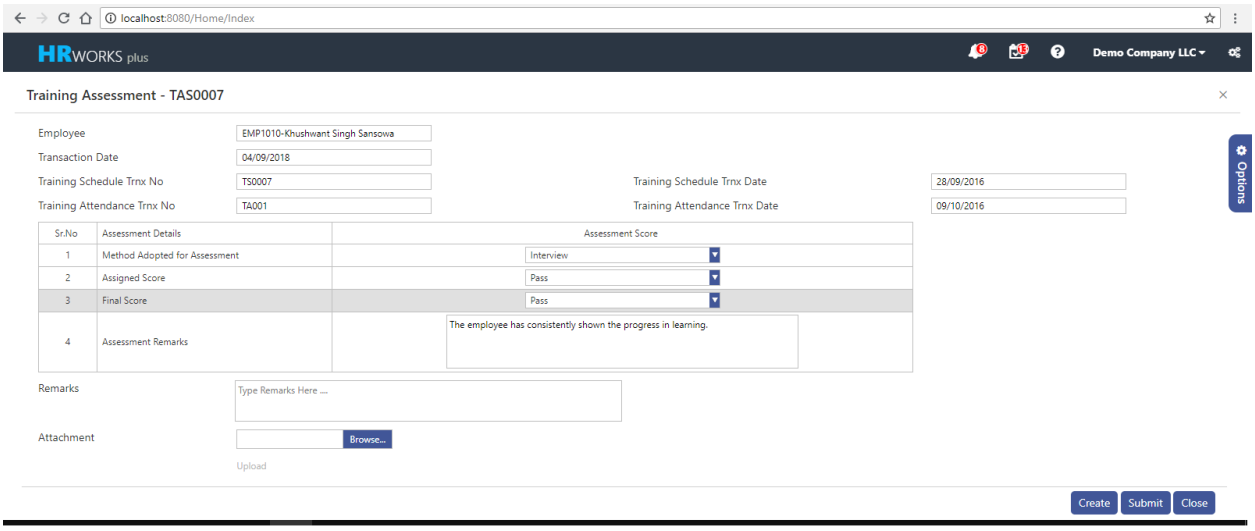
Training feedback will be provided by the employee in the system.



2.2.2.7. Training Assessment

Line Manager will be able to evaluate an employee based on assessment.





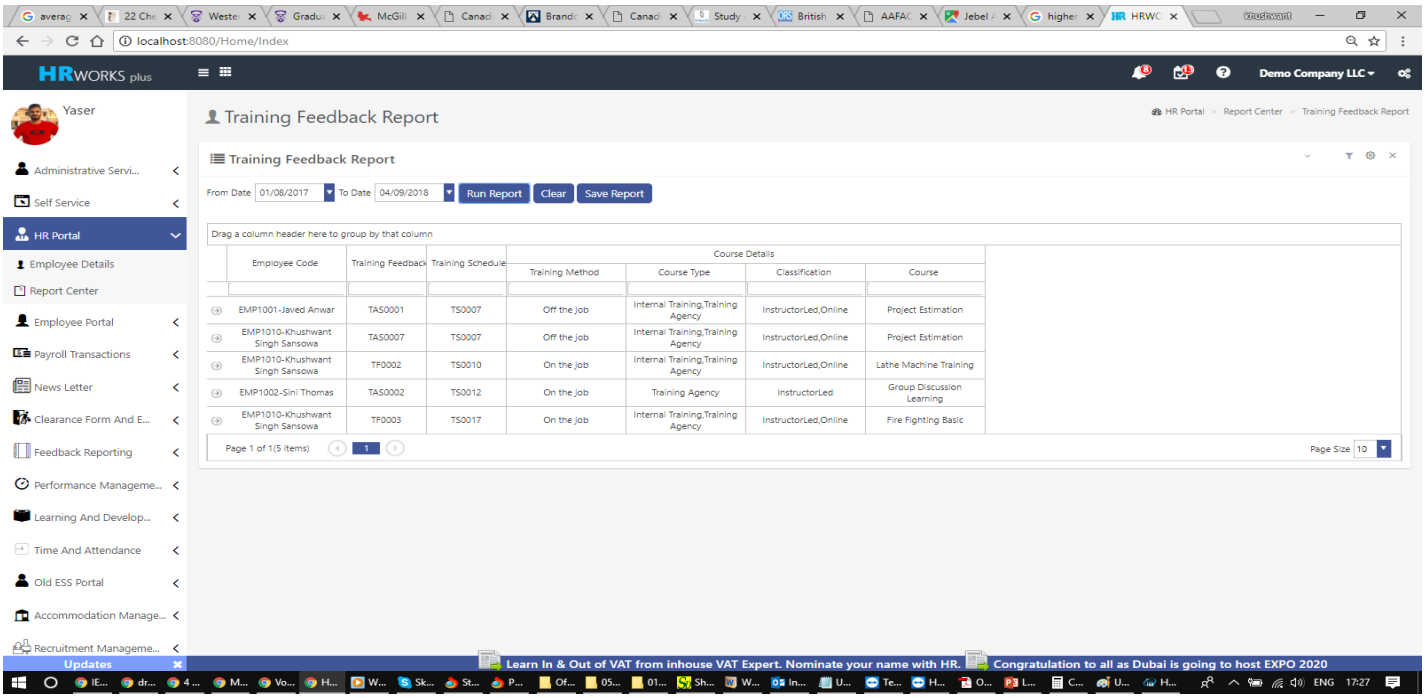
2.2.3 Reports

2.2.3.1 Training Feedback Report

1.
2.
    2.1.
    2.2.
        2.2.1.
        2.2.2.
        2.2.3.
        2.2.4.
            2.2.4.1.

1.
2.
    2.1.
    2.2.
        2.2.1.

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



2.2.3.2 Training Tracker Report

3.

4.

4.1.

4.2.

4.2.1.

4.2.2.

4.2.3.

4.2.4.

4.2.4.1.

3.

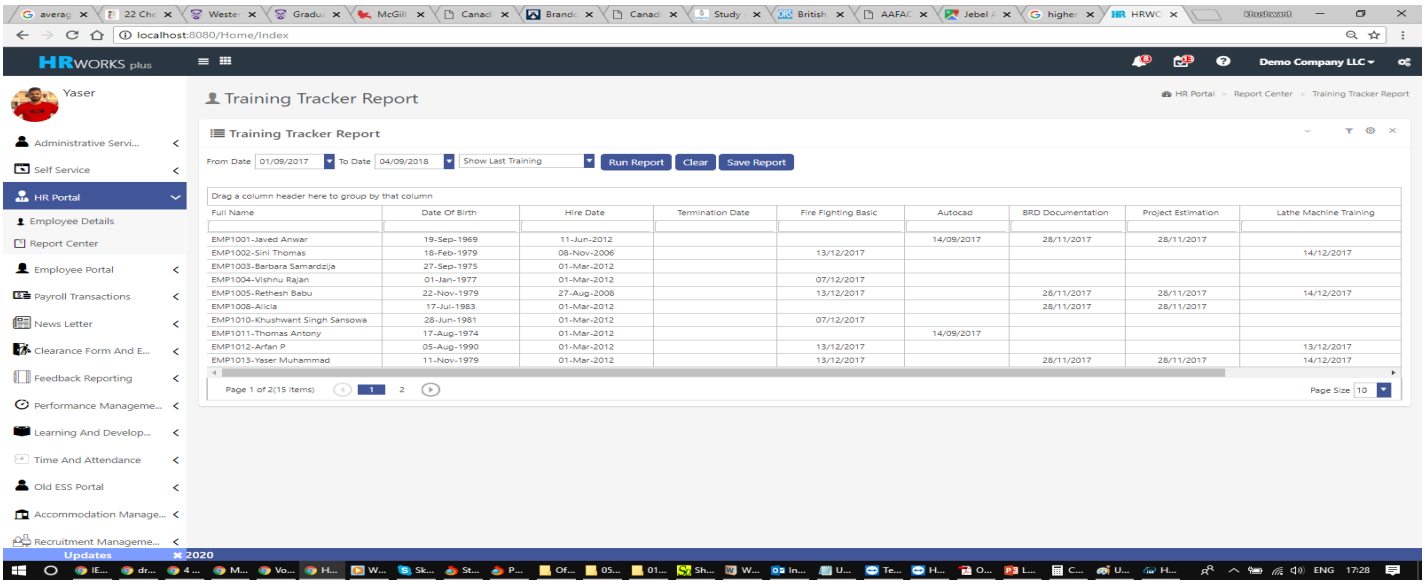
4.

4.1.

4.2.

4.2.1.

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



---- The End----

2.0

1.

1.1.