

Modern Workplace Training Manager

Modern Training Management for Microsoft 365

Modern Workplace **Training Manager** is a simple and easy-to-use training management solution for small and medium-sized businesses that enables you to easily maintain, track and oversee your training programmes and any other training undertaken by your staff.

It features a **Training Manager** app, for the management and distribution of training events by your HR or training admin team, and a connected **Training Kiosk** app, which provides all staff members with access to their own training records and to training approval capabilities.

Easily manage training programmes

Using the **Training Manager** app, administrators can easily set up and schedule training programmes for both mandatory and optional “self-select” training events.

Events can be distributed to staff based on their job role or department, or by creating ad-hoc lists of individuals for targeted training. Once distributed, events create training invites and email notifications for the relevant staff who can then view details of the event and can accept invites to book their attendance.

Administrators can easily manage and track the status of invites to keep on top of booking and attendance.



Events and feedback

Training events include all the important information you need to track and report on training.

This includes the location, scheduled time, training provider, details of the training content, and any costs for the training. Events can also be configured with evaluation forms, to enable attendees to provide feedback on their experience.

- ✓ Centralise staff training management
- ✓ Streamline and automate operations
- ✓ Improve efficiency and oversight
- ✓ Improve engagement and development
- ✓ Boost productivity with M365 integration
- ✓ Leverage M365 to save time and money

Modern Training Management for the Modern Workplace

Training self-service for staff

The **Training Kiosk** app provides staff with a single dashboard for viewing and managing their own training.

This includes invites to scheduled mandatory training and a list of the “self-select” training events issued to them by the training admin team. Invites can be easily accepted or declined, and staff can view the full details of optional events and if interested, can register to attend.



Staff requests and CPD

The **Training Kiosk** enables staff to create training requests for courses or events they want to attend, or for activities that contribute to their Continuous Professional Development (CPD).

Details of requests and CPD are sent to approval users or to the training admin team for review and approval, and, if necessary, for the training event to be booked. The dashboard keeps staff up to date with the details and status of their open training requests and also provides a full history of all the training they have undertaken.

Flexible approvals process

Training requests submitted by staff can be configured so they require approval from the central HR or training admin team, from a line manager with approval responsibility, or with a two-step approval process that requires both line manager and admin approval.

To keep on top of their staff training and any pending approvals, the Training Kiosk also provides managers with a **'My Staff'** dashboard where they can view details of all training requests and completed training for their staff. Approval users also have a real time view of any open requests requiring approval on the main Training Kiosk dashboard, so they can review details and respond to the request quickly and easily.



Modern Training Management for the Modern Workplace

Designed to work within your secure Microsoft 365 environment, MW Training Manager is a complete training management solution that improves efficiencies and oversight for your training admin team and gives your staff self-service access to your training programmes and to their own training records.



MW Training Manager uses Microsoft 365 technology to provide a modern user experience that is simple and easy-to-use. The service is available on any device from any location and users are automatically signed in securely with their normal Microsoft 365 credentials.

Insight from dashboards and reporting

MW Training Manager keeps everyone involved in the training management process up to date with real time dashboards and flexible reporting capabilities.

The **Training Manager** app dashboard shows the detail and status of all scheduled training events and provides metrics for open invites to events and for training requests from staff. It also alerts administrators to any issues with evaluation forms that might require intervention. All the dashboard data features easy drill-down into the relevant activities, so you can take action. For further analysis, administrators are also able to create their own custom reports from the data in the system.



Feature Highlights

- Dedicated **Training Manager** app for training administration
- Self-service **Training Kiosk** app for staff and approval managers
- Real time **dashboards** with key metrics
- **'My Staff'** training and approval tracking for managers
- Create, maintain, and track your **training programmes**
- Schedule and distribute both **mandatory** and **optional** training events
- **Target training** by job role, department, or ad-hoc lists of individuals
- Training **invite** and **booking** management
- Staff **self-service registration** to optional events
- Staff training **requests** and **CPD** logging
- Flexible one or two step **approvals process**
- Automated **email notifications** and alerts
- Flexible **reporting** with one click export to Excel

Contact us now to book a demo or to find out more about MW Training Manager