

# Onboarding and training add-on.

promapp™

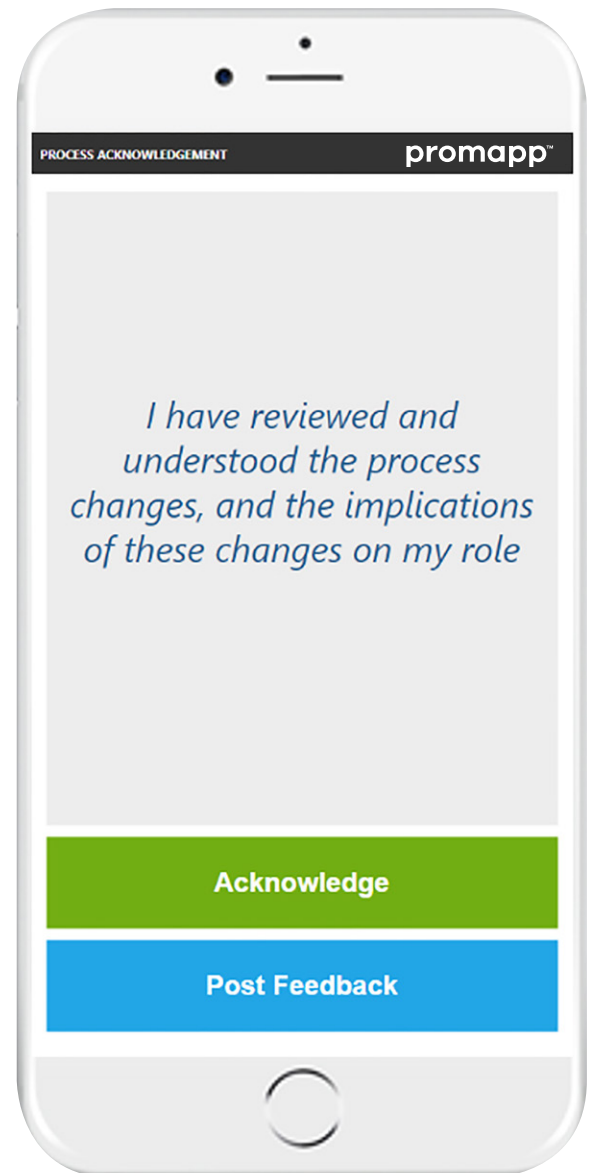
## Simple training record management.

Automate the creation of onboarding plans for new staff using role-based process information already in Promapp. With quick, efficient training record management, continuous learning becomes a very achievable goal.

Training programs that are permanently synchronized with processes save time and eliminate the risk of misalignment.

## Features at a glance.

- Automated creation of onboarding plans for each role
- Real time onboarding progress and completion tracking
- Personal training notifications, including expiry
- Training records and attendance reports
- Training dashboard: who's been trained and who hasn't
- Training units that automatically update onboarding
- Mobile device sign-offs for training attendance, and process change acknowledgements
- Integrated with Promapp's risk add-on: associate training against compliance risks
- Integrated with Promapp's improvement add-on: associate training response with incident or ticket.



Integrate training and process management to increase team engagement in process and promote a continuous learning culture.

Simple training record management dashboard.

NAME	ROLES	SUPERVISOR	LOCATION	LAST TRAINED	SCHEDULE FOR	EVIDENCE	STATUS
Osh Maria	No roles associated	John Doe	Auckland	Untrained	05 Mar 2018 1:30 PM	Not Required	UNTRAINED
Matias Toftu	No roles associated	Maria Gool	Wellington	Untrained	Not Scheduled	Not Required	TRAINED
Sarah Berkovski	Marketing Manager	Mark Man	Online	Untrained	08 Mar 2018	Not Required	TRAINED
Robert Downey	Employee	Mark Man	Online	Untrained	05 Mar 2018	Not Required	TRAINED
Matias Gool	Employee	John Doe	Online	Untrained	06 Mar 2018	Not Required	OVERDUE

Dashboard to track attendance.

TYPE	TITLE	LOCATION	PROVIDER	SUPERVISOR	INVOLVEMENT	DATE/TIME	ACTION
Course	Develop new product	IT training room	Internal (IT department)	Promapp Promaste	Supervisor	31 Mar 2018	Complete
Document	Employee Relations	deskbased	Internal	Promapp Promaste	Supervisor	03 Mar 2018	Mark Completion
Face to Face	Develop new product	deskbased	Internal	Sarah Berkovski	Supervisor	30 Mar 2018	Mark Attendance

## Who needs the onboarding and training add-on?

Organizations that:

- Have an inconsistent approach to employee onboarding
- Manage training records and compliance separately, or manually
- Have critical processes that require change acknowledgments from affected teams
- Run transformation projects where processes are managed separately from training

‘Having previously used complex spreadsheets to try and manage training, the move to using Promapp’s training add-on has been a breath of fresh air – simple, logical, visible. It is just easy to use!’

**STEVE SMITH**

Quality Manager

Dairy Nutraceuticals

Watch the introduction to the onboarding and training add-on video.

PLAY

