

A photograph of three business professionals (two women and one man) in an office setting, looking at a laptop screen. The man is in the center, smiling, while the two women are on either side of him, also looking at the screen with interest.

## Automate Training Management to Build Skills and Develop Leaders

### Increase your training department's efficiency

With **Beehive's** Training administration platform, companies will be able to organize training courses, schedules, training delivery, grading, records, and history all in one platform. Also, it has ability to integrate with many other business applications which keeps the flow of information constant and always updated and simplifies the login process with the Single Sign-On feature of **Beehive HRMS**

**Beehive's** Training Administration platform helps by offering the functionalities to create specific training programs for every department inside your organization. This enables having a personalized training courses that will take care of the training processes considering the succession planning and talent development needs of the employees.

#### Few Highlights:

- Training requirement analysis
- Training cost analysis and training information
- Training Recommendations and approvals
- Training Requests and approvals
- Training program/course information
- Training based attendance
- Online training calendar
- Training effectiveness analysis
- Pre training feedback
- Post training rating
- Training effectiveness feedback

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# Reduce your **Training Cost by 50%** and Improve the **Productivity and Retain Talent**

**Beehive's Training Administration Platform** Improves the overall productivity or develop new skills to do newer business, increase employee's morale and retain them. Managing employees' competencies help organizations in the process of identifying talent available in-house and nurture them effectively. It also helps to align individual behavior with organization level objectives and culture of the business.

## Quick insights on Beehive's Training Features:



### Training Set Up

Set up your different Training Programs (In House OR External) and configure the training workflows as per the company SOP's



### Training Course Master

Master based Training Course set up enabling companies to create unlimited training courses and map the training material



### Training Nominations & Recommendations

Select the training audience by your own OR it can be routed through a Department Heads



### Self-Nomination

Self-Nomination by the employees for the OPN training programs with approval workflow



### Training Approval

Training Schedule approval by Head of Departments and Team leaders to align the training audience for the scheduled training program



### Scheduling and Notifications

Set up training schedule and publish the calendar. Notification facility available to notify all the attendees on the schedule



### Attendance Capture

Facility for Trainers to capture the Training attendance on the day of training parallelly along with normal attendance



### Pre-Training Feedback

Pre-Training Feedback by the manager on the skills rating and custom questions can be created to get the more meaningful feedback



### Post Training Feedback

Periodic Employee and Manager feedback on the training course, trainer, and overall training experience along with effectiveness



### Trainers Feedback

Trainers feedback on the completed training on the effectiveness and training attendees.



### Reporting and Analysis

Flexible reports as per company requirements available to analyze the data as per company requirements

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