



## Cezanne Connect Training

Manage the complete training and development process, from needs identification to administration and analysis.

Employee development is a critical activity, helping to ensure your people achieve their potential and acquire the skills and competencies the business needs. With training budgets under scrutiny, it is essential that development activities can be aligned with corporate goals and administrative costs minimised. Cezanne Connect Training does both, making it easier to identify development needs and providing tools to automate administration.

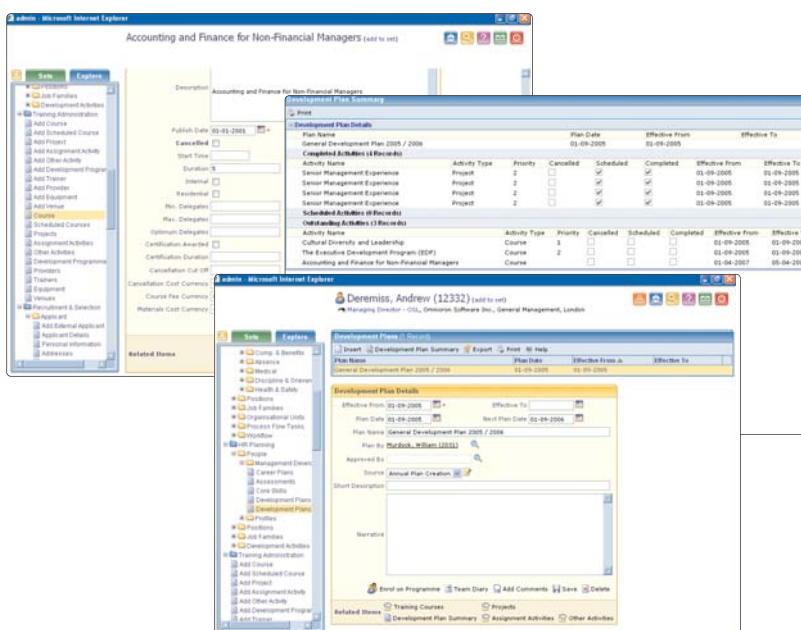
### Benefit from seamless integration

Training works alongside the core Cezanne Connect modules, providing you with a consistent, enterprise-wide view of all of your training and development needs and activities.

Powerful gap analysis allows HR professionals to match employee profiles with position or job related competencies, so that current and future development needs can be more accurately assessed. As development activities are completed, employee profiles can be updated to show the new competencies, skills or experience that have been acquired. This will ensure up-to-date information is available to support other key activities, such as performance management or career and succession planning.

### Manage the development mix

Training allows you to bring together information about all of your development activities into a single online catalogue that can be made available enterprise-wide. The system handles a wide range of activities, from projects and assignments to formal internal or external training courses and can also hold details of the resources required to run each activity, such as venues, trainers and training materials. A full history is held against both employees and development activities, including feedback from attendees. At any time you can check what's planned and what's taken place, ensuring you always have the complete picture.



Training allows you to record and manage all of your training and development activities, from course catalogues and personal development plans to analysis of utilisation, costs and outcomes.



Cezanne Software:  
a step ahead of the rest

**Cezanne Software has been offering excellence in Human Resource software solutions since 1986.**

We thrive on developing new ideas to meet new challenges. Working in partnership with leading HR practitioners, we build innovative software solutions that address real business requirements.

Our focus is on going beyond customer expectations to deliver the best in flexible, reliable and user-friendly software solutions. We create systems from the ground up that are designed to attract, manage, motivate and develop a company's single most important asset – its people.

## Training capabilities

### Engage with employees

Training offers intuitive self-service functionality that can be configured to allow employees and their managers to update personal profiles, request and agree development activities and review development plans, ensuring that they don't lose sight of key development objectives.

### Standardise your training

Putting together individualised training paths for every employee can be extremely time-consuming. Training lets you easily set up standard development programmes made up of different types of training or development activities. Employees can be assigned to these programmes, ensuring they get the same development opportunities as their colleagues. Administration is reduced, and because you know what activities are planned, costs are easier to manage.

### Optimise attendance

You'll always know how many people are waiting to attend a course so you can manage attendance to make the most effective use of resources. You'll be able to check to see if delegates have the right prerequisites for the course, as well as see team diaries, so you can avoid having too many people from one department on training at the same time. And, if you have empty seats to fill, you can use Connect's advanced search features to identify potential candidates with the right profile.

### Reduce administration

Training can be configured to automate many of the manual processes associated with training administration, saving time and ensuring everyone receives the right information. Confirmations and reminders can be generated by the system, online feedback forms automatically made available and employee records updated.

### CENTRALISE COURSE CATALOGUES

- create a catalogue of internal and external training activities, including skills addressed, prerequisites, equipment required, costs and venues
- manage document attachments, such as standard itineraries and directions

### MANAGE PROVIDERS

- maintain information about training providers, including areas of expertise, resources, location, costs and history of activities
- analyse costs, feedback and utilisation

### IDENTIFY AND RECORD DEVELOPMENT NEEDS

- use competency gap analysis (people, positions and/or job families) to identify development needs for current and future positions
- create personal development plans (including multiple plans)
- record full development history, including academic, vocational and other training and development activities

### STREAMLINE COURSE ADMINISTRATION

- schedule one off and recurring activities
- group activities into development programmes
- manage waitlists & cancellations
- automatically generate confirmations, reminders, joining instructions, feedback forms etc.

### ASSESS EFFECTIVENESS

- use powerful reporting and analysis functionality to analyse activities, outcomes and costs
- review feedback forms
- identify over and under subscribed courses

### GENERAL SYSTEM FEATURES

- fully integrated module for Cezanne Connect HCM suite of applications
- offers all of the system features associated with core Cezanne Connect modules
- can be deployed in-house or in a hosted or on-demand basis