Centre for Industrial Solution and Advanced Training
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Proposal for Fully Integrated Auto Comprehensive Online Learning Management System

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Complete L&D Management	Online Testing and Skill Certification	E-Learning Management	2018

✓ Training Need Identification
✓ Competency mapping and Skill Analysis
✓ Training Calendar and Implementation Planning
✓ Training Management
✓ Vendor Management and Online Quotation System
✓ Training Assessment and Evaluation
✓ Trainers Database, Record and Feedback System
✓ Return on Investment
✓ Individual Training Management and record
✓ SWOT Analysis & Succession Planning
✓ Testing and Skill Certification
✓ On the Job Training Record and Implementation

o Trainers Module
o Technicians Training
o Many Types of Reports
o SAP Integration
o External nominations
o Special Training requirement
o PMS Integration
o Auto updation of all activities
o Fully customized as per requirement

Ref: CISAT/Proposal/LMS/2018

Sub: Proposal for Fully Integrated Online Learning Management System developed by CISAT

To

Head HR

KA: Head Training & Development/L&D/Talent Management/Organizational Development

Dear Sir,

We are glad to inform you that we have developed a **web based Fully Integrated online Learning Management System** for all L&D and Training activities in a plant/ group of plants or corporate. This system, alone can do all the training & Development Functions, Management and reporting as per business need such as,

1. **TNA/TNI**: Gathering all **Training need** from every department and Individual Employee. (Technical/behavioral or soft skill/Safety/ Quality / Management Functional etc).
2. **Competency Mapping, Skill GAP Analysis, Skill matrix Analysis** and auto updates of skills.
3. **OJT** database/ **Technicians & workers** Training.
4. **SWOT Analysis** for all.
5. **Training Calendar and Training batches** by own (Monthly/Quarterly/Yearly)
6. **Training Budget** (Auto) based on various inputs.
7. Wide data base of **all Service providers** or **Vendors** (Internal/External, Trainers/expert/ Service providers/ Institutes/Training Centre's).
8. PMS, Employee Self Service (Optional)
9. **Online Quotation System** (to receive online quotations for various Training programs & comparison statement to save time)
10. **Feedback, Training assessment and Analysis** for every training program conducted.
11. **ROI calculations** for all possible programs (Tangible and nontangible - Assessment)
12. **Automatic Follow up through Email/SMS.**
13. **Certification Evaluation**, Succession planning
14. **Trainer's** evaluation and delivery management.
15. **Online Surveys (Training, HR, recruitment)**
16. **Behavior Assessment & Analysis**
17. **Wide Data Management for long period.**
18. **SAP/other system Integration**
19. **Library Management System**
20. **Various Report generation** in graphical formats, required for Training Coordinator or Manager
    1. Training Calendar (Yearly/Quarterly/Monthly/weekly)
    2. Training Budget (Planned, Allotted, spent, program wise, department wise)
    3. Attendance of every training programs and required report
    4. Individual Training need and Assessment
    5. Internal/external training and Nominations system
    6. All other reports required category wise, grade wise or any other
    7. Up-dation to get Internal Trainers from various departments. And many more….

In short it can do all the function of a training personnel/Manager and hence will be useful to all the organizations to **save time, Reduce cost, Improve process, Improve customer or employee satisfaction, easy learning and follow up.** It can be customize as per the requirement of an organization. We will be happy to discuss more and give a demo if your company is interested. **Kindly do inform by an email/call or web.**

We can also undertake to handle training function for your company & do all skill gap analysis for your employees.

With Best Regards & Thanks,
Mrs. Rupali, Director - Business Development.

More Details

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Employee Self Service (ESS) Dashboard:

Center for Industrial Solution and Advanced Training

Search | Account | Piyush

My Dashboard | Employee Details | Export

Profile

Employee No. : 101
Employee Name : Piyush Rajesh Banthia
Designation : Sr Engineer
Department : Electrical

Important Links

- 360 Feedback
- Select Training Programs
- Skill Matrix
- SWOT Analysis
- TNI via PMS
- PMS Process
- OJT
- Reports
- Survey
- Behaviour Assessment
- Training Evaluation Six Month
- E-Learning Courses

Training Need Identification

#	Training Program	Priority	Tra. Program Selected Dt.	Pre MA	Program Expection	Approval	Training Schedule	Pre Test	Attendance	Post Test	Feedback Form	Final MA	Cert. Test	Trainer	Cert
1	Motion Control	0	29/08/2015	30%	🔋	✔	01/12/2015 To 07/01/2015	📁							
2	Commercial Management Techniques	2	06/04/2016	📝	🔋										
3	Advance Excel Skill	1	12/05/2016	7 %	🔋	✔	15/08/2016 To 16/08/2016	📁							
4	Managing Computer and Network Security for	0	12/05/2016	📝	🔋										

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Strength — **40**

Weakness — **5**

Opportunity — **20**

Threats — **10**

Skill Chart

- Learn proce — 6.7%
- Traini — 25%
- Comp skill — 68.3%

Performance Chart

Status

General Procedural Skills; Health, Safety, Security & Environmental (HSSE) Skills; Emergency Prepardness Response Skill; Core Functional or Technical Skills; IT Skills; oft/Behavioral Skills; HR or eople ment Skill; Leadership Skills

1. **Competency mapping**: It`s an important to get skill details for an individual, to able to design the various training programs. Our System can do it in detail.

2. **Skill Gap Analysis**: Gap Analysis will be done for all skills (Technical/behavioral/Safety /Quality /Management) required to perform a job at every level. Every employee can select 15 Trainings per Year which is to be approved by concerned head or reporting supervisor before hitting to Training manager.

3. **Microanalysis**: Specially Designed module will help to get exact skill level of an employee. A small test will help to know the present skill status of an employee which will help a Training manager or heads to decide the urgency of Training. Also priority can be set.

4. **SWOT Analysis**: Can able to collect SWOT analysis for all individual.

5. **Training calendar:** based on the input received (Even from JD) from above Training calendar module will itself prepare a Yearly Training Calendar which can be modified by manual changes

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as required. All required data base exists i.e. list of various Training programs, duration of each program, Internal and External Trainers database, leave updates and a strategy to prepare.

6. **Online Quotation System**: This module will help to get quotation for every program from suggested vendors and a comparative statement will be prepared for approval and assessment.

7. **Budgeting:** Software will help to prepare training budget under various heads and various reports can also be generated regarding budgetary allocation.

8. **Attendance Sheets and Update:** Attendance Sheet for every training program will be ready well in advance and complete database for required training.

9. **Automatic Approval and Reminders:** Every Employee can attend the training program only prior to approval by heads or reporting supervisor. If anyone misses the same auto reminders will be generated through email and sms to two levels for prompt action.

10. **External Training Nominations:** External Service providers can upload their Training Calendar for your information as per the formats suggested by you which will help you to know the various trainings to be conducted outside where you can send nominations as per requirement. Training personnel can request to get details by sending an email or itself can upload the same.

11. **Report generation**: All the required reports will get generated from this and can also be modified if required. Monthly MIS can also get generated. On screen reporting facility is available.

12. Various Reporting formats can be developed as per client requirements to ease the work or emailing for approval with specific format.

13. Software exist the data of various training programs and Micro analysis as required, details of Vendors or Service providers which can be modified as applicable.

14. To update Internal trainers data base time to time or identification of internal Trainers will be done.

15. New Training program request can be taken by Heads of the departments.

16. Online Survey and Internal feedback system.

17. Skill testing and Certification system.

18. PMS and Employee Self-service is optional

19. All in details, everything Training manager/ Management want for talent development.

20. Competency mapping/ Skill Analysis/Skill mapping:

   It`s an important to get skill details for each and every individual to able to Identify the required training and design the various training programs. Our System can do it in detail. HOD can track skill set his own departmental employees whereas HR/Training manager can track skill set of every employee in company. Skill set updates automatically once employee successfully attended the training program.

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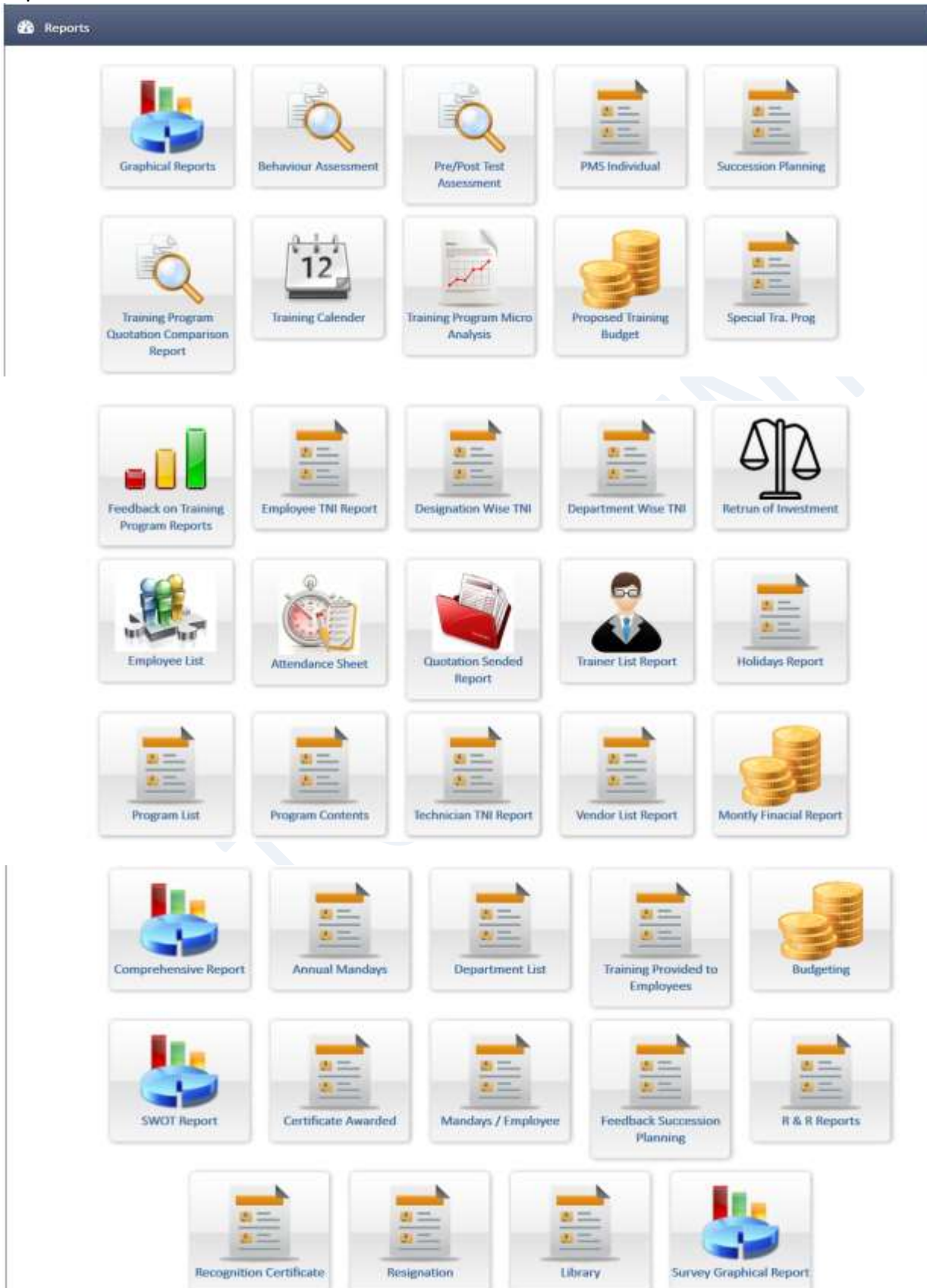*"A complete Training Solution Under One roof"*

Training is required | **Learning is on process** | **Competent with the skill**

Skill Set	Skill Description	Mohan Vishal Mane Sr. Officer	Ramesh Tushar Sharma Sr. Officer	Vishal Ram Jain Sr. Officer	Manoj xyz Jayaswal Officer	Kishor Vishal Mane Officer	Sachin Mohan Kale Officer	Ashwin xyz Kelkar Engineer
1	General Procedural Skills							
1.1	Site safety induction / site hazard awareness	T	T	T	T	T	T	C
1.2	HSE Policy and Procedures	T	L	L	T	T	L	C
1.3	HR Policy and Procedures	L	C	N	T	T	T	C
1.4	Quality Policy and Procedures	L	L	N	T	T	C	C
1.5	Work Ethics	C	L	L	T	T	N	C
2	Health, Safety, Security & Environmental (HSSE) Skills							
2.1	Fire Safety - Basic Fire Safety Awarenes	N	L	L	T	T	C	C
2.2	Safe Material Handling (Manual & Mechanical)	C	N	L	T	T	T	T

21. **Skill Gap Analysis**: Gap Analysis (skill testing will be done for all skills (Technical/behavioral/Safety/ Quality/Management) required to perform a job at every level. Every employee can select 15/20 Trainings per Year which is to be approved by concerned HOD or reporting supervisor before hitting to Training manager.

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Training Need Identification

#	Training Program	Priority	Tra. Program Select Dt.	Pre MA	Expect	Approve	Training Schedule	Attendance	Feedback Form	Final MA	Skill Test	Trainer	Cert
1	Introduction to Mechanical Engineering and General Maintenance Practices.	0	27/08/2015										
2	Managing MIS for Electrical Power Systems	0	28/12/2014	30 %		✔							
3	Motion Control	0	29/08/2015	30 %		✔	01/09/2015 To 07/09/2015						
4	PLC Engineering SCADA	0	15/05/2015	75 %		✔	18/05/2015 To 19/05/2015	Absent					
5	Safety at Plants	1	23/03/2015	15 %		✔	26/03/2015 To 27/03/2015	Present	Submitted	85 %			
6	Training Program on Electrical System	0	22/08/2015	17 %		✔	26/08/2015 To 27/08/2015	Present	Submitted	100 %	100 %		
7	Welding and Advanced Technology: Concepts and Applications	0	21/03/2015	30 %		✔	24/03/2015 To 25/03/2015	Present	Submitted	90 %	100 %		

22. **Microanalysis**: Specially designed module will help to get exact present skill level for an employee. A small test will help to know the present skill status of an employee which will help a Training manager or heads to decide the urgency of Training. Also priority can be set.
Skill Available: 70%; Training requirement 70%; Training required: Yes

23. **Training calendar:** Based on the input received (Skill Analysis/ TNI/JD/PMS) Training calendar module will itself prepare a Yearly/Quarterly/Monthly Training Calendar which can be modified by manual changes as required. All required data base exists i.e. list of various Training programs, duration of each program, Internal and External Trainers database, leave updates and a strategy.

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Reports:

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Training Calender Report

Training Calender Report for 2014 - 2015

#	TRAINING SUB-GROUP	TRAINING PROGRAM	DURATION	FROM DATE	TO DATE
1	Automation & Instrumentation	Motion Control	2	10/02/2014	11/02/2014
2	Automation & Instrumentation	PLC Communications	2	12/02/2014	13/02/2014
3	Automation & Instrumentation	PLC Project Design Engineering & Project Management	2	14/02/2014	17/02/2014
4	Automation & Instrumentation	Proficy HMI SCADA Cimplicity Advanced	2	19/03/2014	20/03/2014
5	Electrical	HT LT Motor O M	2	29/10/2014	30/10/2014
6	Electrical	PLC Engineering	2	31/10/2014	03/11/2014
7	Electrical	PLC Engineering	2	31/10/2014	03/11/2014
8	Electrical	Protection of Electrical Power System protective Relaying	2	09/12/2014	10/12/2014
9	Computer/IT	Managing Computer and Network Security for Enterprise	2	15/12/2014	16/12/2014
10	Computer/IT	Managing Information Systems Audit	2	17/12/2014	18/12/2014
11	Computer/IT	Managing Computer and Network Security for Enterprise	2	25/12/2014	26/12/2014
12	Computer/IT	Managing Computer and Network Security for Enterprise	2	25/12/2014	26/12/2014
13	Computer/IT	Web Applications, Graphics, Design & Security	2	31/12/2014	01/01/2015
14	Computer/IT	Web Applications, Graphics, Design & Security	2	31/12/2014	01/01/2015

24. **Online Quotation System**: This module will help to get quotation for every program from suggested vendors and a comparative statement will be prepared for approval and assessment.

Quotation List

#	VENDOR NAME	CONTACT PERSON	TRAINER NAME	PHONE NO.	MOBILE NO.	DATE	TOT. TAX %	TOT. TAX %	ONLY TRAINING	INCLUDING TRAVEL	LUMSUM	
L1	Mk	Mr. Priyadarshi Tripathy	Jiten Parate	22323	90909099090	22/09/2015	17.96		3026.85	1769.40	3133.02	Approve
L2	MCD	Mahendra	Gopi Mishra	232	9371756662	22/09/2015	17.03		2925.75	4324.26	8192.10	Approve
L3	MCD	Kishor	Bhushan Parate	232	9371756662	22/09/2015	10.27		2585.83	3787.77	62352.17	Approve

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25. **Budget Management:** Software will help to prepare training budget under various heads and various reports can also be generated regarding budgetary allocation.

Training Budget for2013 - 2014

SR. NO	PARTICULAR	SOURCE	CATEGORY	NO OF DAYS	RATE	TOTAL
1	Training Programs	Internal trainers		4	20000.00	80000.00
2	Nomination	External trainers	Technical		50000.00	
3	Special Training	External		4	25000.00	100000.00
4	Travel for faculty	External		4	3000.00	12000.00
5	Loadging			4	4000.00	16000.00
6	Boarding			4	1000.00	4000.00
7	Stationary			4	2000.00	8000.00
8	Equipments			4	50.00	200.00
9	Other 1			4	4000.00	16000.00
10	Other 2			4	10000.00	40000.00
11	Miscelaneous			4	10000.00	40000.00
12				4	30000.00	120000.00

Total Training Days :	**44**
Total proposed Budget for an Approval as per TNI :	**436200.00**

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26. **Attendance Management and auto update:** Attendance Sheet for every training program will be ready well in advance and complete database for required training.

Employee Attendance Sheet (Batch Wise)

Training Program: Five Days Training Program on Orientation of Electrical Engineering

Batch: 31/07/15 To 04/08/15 ▼

Attendance Sheet

SR. NO.	EMPLOYEE NAME	DESIGNATION	DEPARTMENT	31/07/2015	05/08/2015
1	Manoj xyz Jayaswal	Officer	Electrical	✔	✔
2	Hiren xyzz Buch	Manager	Electrical	✔	✔
3	Sumit xyz Sinha	Associate	Commercial	✔	✔
4	Swapnil xyz Chandak	Deputy Manager	Administration	✔	✔

27. **Automatic Approval and Reminders:** Every Employee can attend the training program only prior to approval by heads or reporting supervisor. If anyone misses the same auto reminders will be generated through email and sms up to two levels for prompt action.

Program for Approval

Program Name : Introduction to Mechanical Engineering and General Maintenance Practices.

#	#	EMPLOYEE NAME	DESIGNATION	DEPARTMENT	PRIORITY	DATE	HAVING KNOWLEDGE	APPROVE
1	104	Manoj xyz Jayaswal	Officer	Electrical	1	27/08/15	15%	☐
2	109	Sumit xyz Sinha	Associate	Commercial	0	22/09/15	45%	☐
3	110	Hiren xyzz Buch	Manager	Electrical	0	22/09/15	50%	☐

Submit

28. **External Training Nominations:** External Service providers can upload their Training Calendar for your information as per the formats suggested by you which will help you to know the various trainings to be conducted outside where you can send nominations as per business requirement. Training personnel can request to get details by sending an email or itself can upload the same.

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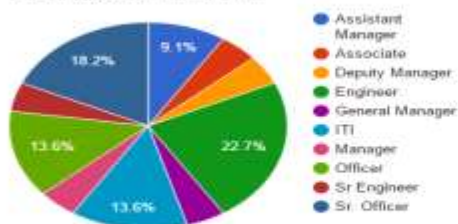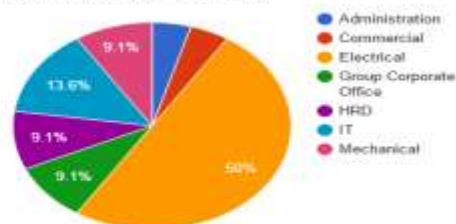
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📋 External Training Program Details

#	VENDOR NAME	TRAINING PROGRAM	FROM	TO DATE	DURATION	VENUE	FEES	☐
1	MCD	Motion Control	03/02/14	05/02/14	5	Nagpur	2000	☐
2	DistinctTechnology	PLC Engineering	01/11/14	13/11/14	5	IMA Hall, Nagpur	6000	☐

29.   **Report generation**: All the required reports will get generated in graphical form and can also be get modified if required. Monthly MIS can also get generated. On screen reporting facility is available.
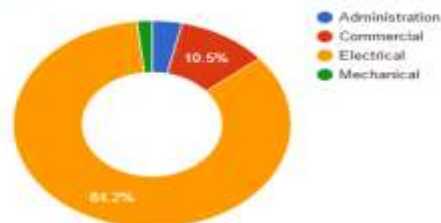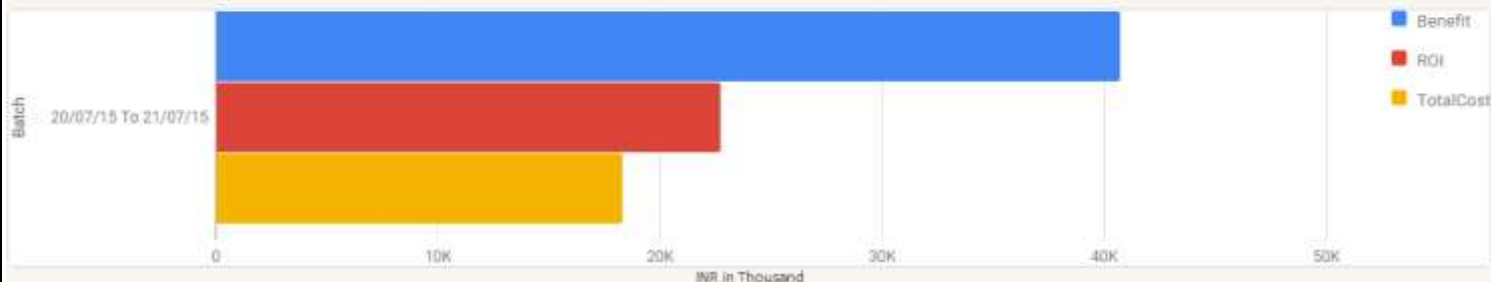

30. Report on Return on Investment (ROI) for every individual program conducted can be calculated.

📋 Return on Investment

Training Program   Five Days Training Program on Orientation of Electrical Engineering

Batch   20/07/15 To 21/07/15   ▾   [Show]

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31. **Succession Planning:** Skill comparison for succession planning among available employees is available. Management can decide the best suitable successor using this.

Compare Skills

Select employee to compare **Ashwin xyz Kelkar (Engineer)** with Piyush Rajesh Banthia (Sr Engi ▼

[Show Unmatched Skills]

List of Unmatched Skill

#	UNMATCHED SKILL
1	Safe Material Handling (Manual & Mechanical)
2	Electrical Safety - Use of Electrical Equipment
3	Management of Health & Safety
4	Welfare and Hygiene
5	Safety Signs & Signals
6	Office Safety
7	Workplace Safety - Slips, Trips and Falls
8	House Keeping
9	Office / Work Place Upkeep
10	Work at Height

32. **Yearly Man days Report:** Training Man-days/ Man-hours/ Training Days etc. report available.

Mandays Report

Select Year 2014 - 2015 ▼

[Show]

Report on Mandays for Year 2014 - 2015

#	MONTH	NO. OF TRAINING PROGRAM	TOTAL PARTICIPANT	DAYS	MAN HOURS
1	January	6	8	15	120
2	February	5	5	10	80
3	March	6	8	12	96
4	October	3	3	6	48
5	December	6	7	12	96

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33. **Training program Feedback Evaluation & Assessment:** Complete Training evaluation system is incorporated.

Trainer Name : **Piyush Rajesh Banthia**

SR NO	EMPLOYEE NAME	COURSE OBJECTIVES AND CONTENT															AVERAGE
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
1	Hiren xyzz Buch	4	5	4	3	2	5	3	4	5	2	5	3	4	3	5	3.80
2	Manoj xyz Jayaswal	5	4	5	5	5	5	4	5	4	5	5	5	5	5	5	4.80
3	Sumit xyz Sinha	5	4	3	2	1	2	3	4	3	2	5	4	3	4	5	3.33
4	Swapnil xyz Chandak	5	4	3	2	2	3	3	4	5	4	5	5	4	3	5	3.80
		4.75	4.25	3.75	3.00	2.50	3.75	3.25	4.25	4.25	3.25	5.00	4.25	4.00	3.75	5.00	3.93

Recommed to conduct Again

34. **SWOT** Analysis for Individual (Record and Updates)

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SWOT Report

SWOT Method1 | SWOT Method2

Select Employee

Piyush Rajesh Banthia ▼

Strength

#	DESCRIPTION	
1	I have the ability to ask key questions to find just the right marketing angle.	☑
2	I'm completely committed to the success of a client's brand.	☐
3	I'm very creative. I often impress clients with a new perspective on their brands.	☑
4	I communicate well with my clients and team.	☐

jhgjgjgjg jhgjgjg

Weakness

#	DESCRIPTION	
1	I have a strong, compulsive need to do things quickly and remove them from my "to do" list, and sometimes the quality of my work suffers as a result.	☐
2	This same need to get things done also causes me stress when I have too many tasks.	☐
3	I get nervous when presenting ideas to clients, and this fear of public speaking often takes the passion out of my presentations.	☐

Office policy

Opportunity

#	DESCRIPTION	
1	One of our major competitors has developed a reputation for treating their smaller clients poorly.	☐
2	I'm attending a major marketing conference next month. This will allow for strategic networking, and also offer some great training seminars.	☐
3	Our art director will go on maternity leave soon. Covering her duties while she's away would be a great career development opportunity for me.	☐

Threats

#	DESCRIPTION	
1	Simon, one of my colleagues, is a much stronger speaker than I am, and he's competing with me for the art director position.	☐
2	Due to recent staff shortages, I'm often overworked, and this negatively impacts my creativity.	☐
3	The current economic climate has resulted in slow growth for the marketing industry. Many firms have laid off staff members, and our company is considering further cutbacks.	☐

35. Various Reporting formats can be developed as per client requirements to ease the work or emailing for approval with specific format.

36. Trainers Section & Implementation Module.

37. Special Training program request can be taken by Heads of the department/HR.

38. Online feedback, Survey and online Test facility.....And many customized features...

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Various Reports:

Various all types of reports can be generated from this auto system.

1. Training man-day's, Man-hour reports for all employees, department wise, grade wise, level wise etc.
2. Total budget planned, spent, area of utilization etc. etc.
3. All reports on graphical system is possible.
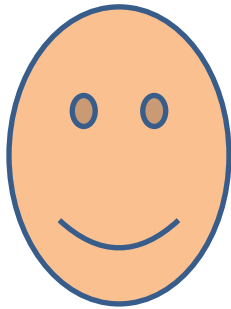
> If you are thinking to control various units from Corporate or Outsource the Training function, give us a chance to meet and discuss.

For more details, Demo and your requirement please Contact:

Youtube link for Demo: https://youtu.be/U2EjM5C1QDY

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