

working  
with you  
on every level

Empower Training provides the information, analysis and reporting tools you need to effectively manage training resources and gain a complete training picture - from the perspective of individuals, teams and the whole organisation.



# Training

## So what does Empower Training provide?

Empower Training takes away the constant flow of time consuming repetitive tasks your team has to stay on top of.

### Single point of data entry

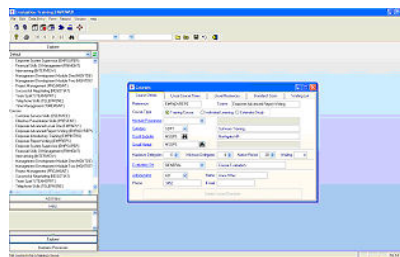
Data is entered once, using simple, user-friendly screens, and disseminated automatically throughout your HR function. Data can be easily shared with other Empower HR solutions or with other third-party HR and payroll applications.

### HR & Payroll integration

Within the Empower suite of modules are highly configurable and powerful HR & Payroll modules. The single database means data is only entered once allowing all employees to automatically be available as internal delegates.

### Business process automation

Our Business Process Wizard enables you to build the system around your specific HR processes. Together with the Business Process Runner it enables the design and build of time-saving Best Practice sequences, ensuring that everyone carries out the important basics in the same way.



## Seamless desktop integration

Training links seamlessly with standard desktop applications, such as spreadsheets, Word documents and e-mail. Allowing letters and e-mails such as joining instructions to be generated, hassle free.

## Online group diary and event scheduling

This acts as an automated reminder for regular or key actions, either using Empower Training's own diary or Microsoft Outlook®. For instance, you can schedule the running of your monthly reports or automatically schedule tasks for managers.

## Detailed security controls

Definable down to field level, Empower Training gives you absolute control; allowing or restricting user access to specific areas.

## Powerful reporting tools make it easy

Empower Training lets you mine the data you hold to produce a wealth of reports, helping you monitor your delegates today and make strategic decisions for tomorrow. Access a library of standard reports that can be easily modified using our Reporting and Graph Wizards, plus the Export Wizard helps you move data to other applications. Reports keep you informed of details such as under-booked courses that need cancelling or high-demand courses that need more frequent scheduling. Action Reports also provide an audit of training needs and use competency-based data to identify training needs for individuals.

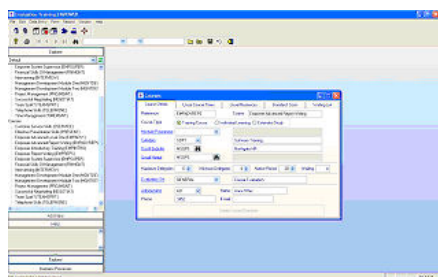
Detailed cost analysis tools also give you the tightest budgetary control, letting you closely link spending to the achievement of business objectives.

**Integrated solutions, Intranet capability**

Empower Training is a comprehensive solution for core training management and can be used as a stand-alone system, or as part of an integrated application suite including Empower Recruitment and Empower Personnel - sharing data, providing coordinated control and advanced functionality. To really exploit the strategic potential of Empower HR, our Intranet-based solution, 'Empower me' offers you a new dimension; e-business based collaborative working, that puts skill management and personal development in the hands of line managers, and routine record-based management in the hands of the people themselves.

**In addition to the core training function**

- Monitoring of training costs to your organisation
- Training history showing which courses a delegate has attended, and when
- Course information including course events, suppliers, venues, costs and evaluation
- Tools for successfully meeting the key requirements of a training system for both internal training departments and commercial customer-led training centres
- Personal development plans
- Training needs and analysis
- Trainee information including employee and delegate records
- Training course evaluation
- Help at your fingertips using the on screen help

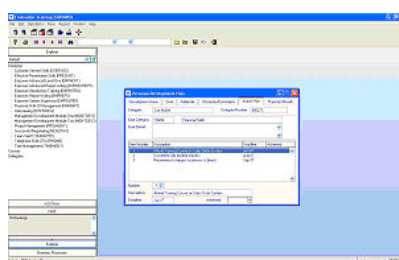


**Individual skills profile**

This provides details of individual competencies - a vital record that is constantly available and easily updated.

**Personal development plan**

Holding information on an individual's achievements, goals and a clear path for how to achieve them - with details on the rationale, obstacles and constraints to getting there.



**Tracking external information**

Enables efficient management of external training, including information on suppliers and external delegates.

**Monitoring people through courses**

Whether internal or external, NVQ or open learning, modular or evening, you can monitor course progress and individual achievement rates, compare progress between individuals, monitor course success rates and gather evaluation feedback.

**Automated communication**

Automate otherwise time-consuming tasks such as creating enrolment instructions, course outlines and confirmations, via seamless integration with MS Office applications.

**Efficient booking management**

Make a booking and all relevant details are updated: waiting lists, personnel records, associated costs. The status of bookings can be monitored through events such as course cancellations or postponements.

Functions include: booking single delegates on single or multiple courses, booking groups onto single courses or unnamed delegates onto courses, automatic adjustment of bookings, provisional bookings, waiting lists and availability, and ultimately confirming bookings by email or letter.

**Better resource management**

See immediately what's available when booking courses, enter instant information and the system automatically reserves resources. Track everything from flipcharts to video cameras, rooms to tutors, monitor open learning materials and generate reminders to retrieve overdue items.

**Course evaluation**

Monitor course quality from delegate feedback and create your own, highly specified multiple-choice delegate questionnaires.

**For more information**

With the skills, experience and market knowledge of NorthgateArinso behind you, you too can be well placed to translate the HR challenges your organisation is facing into powerful opportunities.

For an initial discussion about your requirements, call us on 0800 035 0545. Email: [hrsolutions@northgatearinso.com](mailto:hrsolutions@northgatearinso.com) or visit [www.northgatearinso.com/uk](http://www.northgatearinso.com/uk).