



Training Manager

**Empowering Software
for the Training Professional**

Introducing Training Manager Pro 4

**Better quality, increased efficiency, greater consistency and fewer mistakes.
Training Manager Pro and Training Manager Online
help you achieve your goals with minimum effort.**


Training Manager Pro is a premium training administration software solution. It leads the competition in functionality, features, ease of use, flexibility and price.

Training Manager Pro is easy to install, simple to learn and robust in daily use. It is fully scalable and highly adaptable, utilising the industry leading MS SQL server database.

It is ideal for training providers and organisations in the private and public sectors.

Training Manager Online is the optional web interface that lets you deliver training information online at a fraction of the cost and in a fraction of the time required to develop a bespoke solution, with less hassle and a better end result.

Training Manager Online enables staff, managers and trainers to access information directly at any time, releasing your time for more important tasks. End users can enter information directly, avoiding cumbersome paper-based methods and tedious inputting tasks.



With Training Manager Pro 4 and Training Manager Online you are fully supported with training and technical backup. Our ongoing development and upgrade support programme ensures that your investment is protected for the future.

Don't take our word for it – see for yourself.

Contact us for log on details for Training Manager Online and a demo CD for Training Manager Pro 4.

Features and Benefits

- ✦ Control security - single or multi user, with multiple access levels
- ✦ Install and configure with ease
- ✦ Maintain course details, delegates, events, resources
- ✦ Utilise on screen calendars
- ✦ Book resources, delegates and groups
- ✦ Check date clashes and repeat bookings
- ✦ Analyse training needs
- ✦ Link to open learning / self study
- ✦ Track 'one-off' training
- ✦ Track renewals and refresher dates
- ✦ Manage critical competencies
- ✦ Manage business and safety critical skills
- ✦ Prepare multi-line invoicing
- ✦ Issue credit notes and manage cancellation fees
- ✦ Track course completion and issue custom certificates
- ✦ Evaluate courses
- ✦ Cost and budget courses
- ✦ Automate batch printing and emailing
- ✦ Conduct comprehensive analysis with 180 + powerful reports
- ✦ Utilise familiar Microsoft Word interface
- ✦ Create mail-shots
- ✦ Record sales activity
- ✦ Identify areas of interest to structure event planning
- ✦ Plan and monitor sales campaigns
- ✦ Utilise powerful alarms and 'to do' lists
- ✦ Personalise interface with user defined colour schemes and corporate badging of reports

Training Manager Pro 4

Better by Design

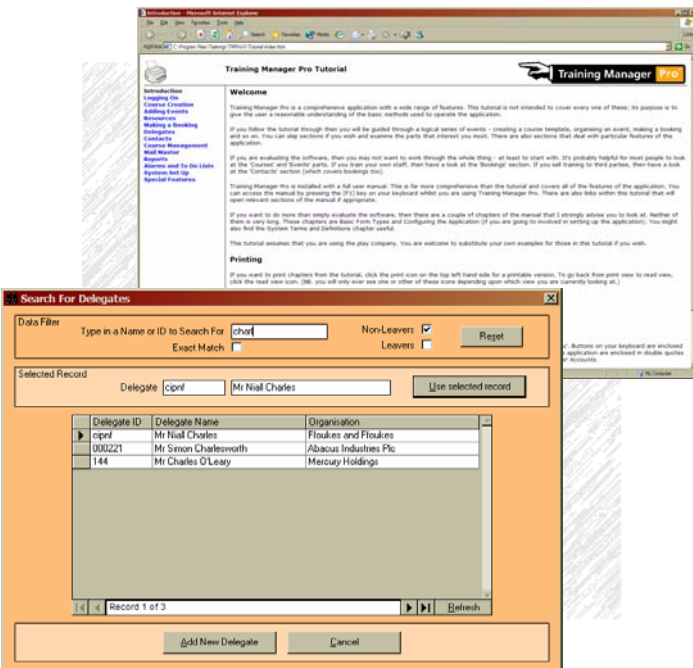
Training Manager Pro has served the needs of a wide range of clients since 1996. Training Manager Pro is easy to use and quick to learn.

Key design elements make Training Manager Pro extremely user friendly. Buttons are clearly and consistently labelled and screens work in a consistent manner.

The design has been distilled to provide eight basic form types. Learn to use these forms and you can use the application. It's so simple you can learn the basics in minutes.

Navigating around data and finding records is straightforward. For example: to find 'Charles', just start typing c h a r l . . in the box until the record appears. It really is that simple!

The system includes an online manual and a comprehensive tutorial.



Manage Competency and Critical Training

Training Manager Pro's comprehensive competency capabilities are great for managing business or safety critical training.

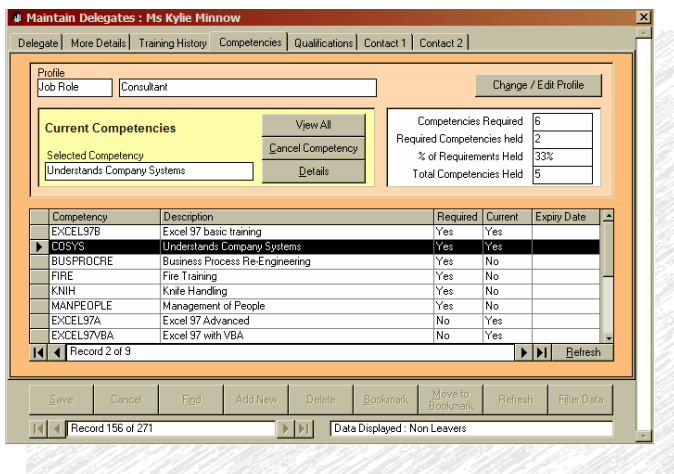
Competencies enable you to look beyond a simple training history.

Each staff member can be linked to a default or custom profile. For example, link profiles to a person's job title by default, but have additional profiles for specialised roles. You can view competencies for an individual, department or organisation.

A search feature enables you to find people with particular combinations of skills, for example: How many trainers in the regional office can teach Excel and speak Vietnamese?

Competencies are acquired as a direct result of training, but can also be gained and entered in other ways - 'on the job' training for example, or an employee recruited because of particular skills that they possess.

Completion certificates can be date stamped and you can monitor expiry dates and avoid potential business downtime by planning your training accordingly.



Powerful Tools for Easy Training Administration

Powerful Course and Event Management

Utilise the power of templates.

Create courses with standardised budgeting, resource planning and needs analysis.

Create one or many events based on a course template with all information pre-filled from the template ensuring approved resources and budgets are assigned.

Create effective course evaluation questionnaires, enter results and analyse them with ease.

Efficient Resource Control

Check resource availability before booking to avoid costly booking clashes.

Automatic checking for holiday clashes.

Restrict resources against courses, to ensure only the correct trainers are booked.

Automatically generate budgets and assess course viability based on resource costs and booking numbers.



Effective Bookings Management

Bookings can be confirmed by letter or email.

Training needs and waiting lists are fully integrated and easily managed.

Receive Alarms and Prompts

Specify to-do actions for events.

Receive prompts and alarms as timely reminders.

Report on outstanding actions to ensure nothing slips through the cracks!

Fast, Professional Correspondence

Auto letter printing facility to simplify correspondence.

Complete range of standard correspondence for bookings, confirmation, manager notification, and invoicing.

Tailor correspondence templates with corporate logos and personalised messages.

Use familiar MSWord interface.

Powerful Tools for Easy Training Administration

Simple Management of Trainees

Book delegates individually, or as groups.
No need to specify individuals for group bookings.
Record training profiles for job roles.
Analyse delegate needs based on profiles.
Manage complete training history and competency records.

Powerful Contact Management

Keep notes of conversations
Link to important documents.
Configure screens to display required information.
Contact notes, alarms and 'to do' lists are standard.
Enter data once as prospects become customers.
Respond efficiently to new enquiries.



Effective Sales Tools

Utilise the power of existing training data.
Build sales data with every booking.
Automatically update records.
Analyse previous booking history.
Assess training needs.
Produce emails and letters for mail merge.

Comprehensive Analysis Tools

Over **180** standard reports.
Preview reports on screen or print directly.
Export to Microsoft Excel, tab delimited text, html or pdf format (without installing Adobe Acrobat Writer).
Use third party report writers to design custom reports.

Customisable Configuration

Easily change screen colours.
Add corporate logos.
Customise standard letter templates.
Personalise drop-down menus.
Amend fields to reflect internal language.
Control system security

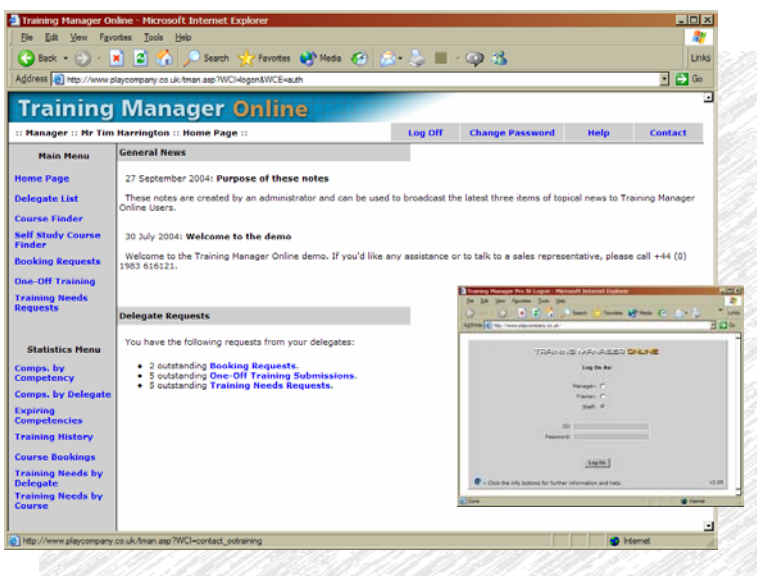
Training Manager Online

Training Manager Online is the optional online add-on for Training Manager Pro.

It is a turnkey solution that can be integrated into your existing intranet or website with a minimum of effort and cost. It can easily be configured to incorporate your existing colour scheme and corporate logos.

"We are very pleased with our investment in Training Manager Pro and Training Manager Online. The products are easy to use, users like them and they do the job we need."

Brian Tadeo, Apache North Sea Ltd



Training Manager Online delivers accurate information to staff and managers 24/7, empowering them to take responsibility for themselves or for their teams. It:

- gives easy access to information to your customers (i.e. staff, managers, clients, trainers, trainees),
- reduces the level of unnecessary enquiries,
- avoids tedious and repetitive tasks and
- frees up time to concentrate on the important areas of your job.

Access to all information is password protected.

Features and Benefits

Administrators can

- Change the colour scheme
- Use existing company logos
- Define what users can do
- Process user bookings, one-off training records and training needs requests

Staff can

- View training history
- View personal information and request changes
- View bookings and identify training opportunities
- Request new bookings
- Enter course evaluation results
- View competencies and identify training needs
- Submit one-off booking requests

Managers can

- View delegate information
- Approve delegate booking, one-off training and training needs requests
- View statistics
- Monitor refresher training and expiry dates
- Make group booking requests

Trainers can

- View future bookings
- View/print participant lists
- View/print registers
- View/print evaluation questionnaires
- View holiday information
- Enter course completion information
- View past evaluation scores (averages)

Sales personnel can

- View contact information
- Add contact notes

Implementing Training Manager Pro

Costs

Training Manager is the cost effective solution to your training administration needs. A start-up installation of Training Manager Pro is less than \$3,000 for one concurrent administrator.

Contact us for pricing for multiple administrators or for Training Manager Online which provides unlimited online user connections.

"I would heartily recommend this software to anyone interested in truly managing their training initiatives."

Peg Dosen, Time Warner Cable



Support

Pricing includes 90 days free technical support and software updates.

Ongoing software maintenance including technical support and free software updates may be purchased starting at \$1,000.

"Training Manager Pro has proved invaluable since installation; now we couldn't do without it. It allows us to manage efficiently and effectively the whole training process from the identification, and recording of training needs, through the booking process and monitoring of attendance and costs, to the end of event evaluation."

Angela Collis, Isle of Wight Council



Training

Training Manager Pro 4 is very simple to use. You may learn features and functionality through the online tutorials or we can provide on-site training as well as implementation consultancy on application use and system configuration.



"Things are going very well. The more I use Training Manager Pro, the more I like it."

Charlie Russell, IMC Seminars

Customisation

Regular software updates incorporate features requested by clients. Additional custom development for functionality such as import/export to HR, financial and ERP systems is regularly undertaken in order to ensure our clients maximise the benefits of Training Manager Pro and minimise the costs and hassles of data exchange to corporate systems.

Technical Requirements

Recommended minimum specifications:

✦ Workstations

Pentium IV
Microsoft Windows 2000/XP
256MB RAM
40MB Free Hard disk space
Microsoft Word 2000/XP/2003
800 x 600 resolution with 256 colours

✦ Server

Pentium IV
Microsoft Windows 2000/2003 Server
Microsoft SQL Server 2000 or 7.0 or MSDE.
512Mb RAM
400 MB Free Hard disk space

✦ Training Manager Online

MS Internet Explorer 5+ (end-users)
MS Internet Information Server 5+ (server)

"The best thing about Training Manager Pro is that it just works."

Debbie Burgoyne, BUPA

eL-n-D solutions

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