

People & Training Management



Competent Employees

Well trained people make the difference between ordinary and exemplary.

Getting good people to work for you can be a challenge, but making sure they are properly trained helps keep them and their knowledge in your organisation. SHE provides a complete person management system by linking HR data with training records, gap analysis and reports with incidents and risk assessments.



People & Training Management gives managers the tools to identify training needs based on specified courses and then manage those requirements to ensure standards are met.

The module includes employment history, training records, training needs analysis, health surveillance and driving licence details.

Ensure compliance

Easily identify where training is needed.

Training is a huge part of ensuring staff know what is expected of them and while supervision is sometimes necessary, most organisations expect staff to be able to manage themselves. Recording training needs and completed courses gives managers the tools to ensure resources are not wasted.

The training matrix report shows clearly all staff compliance in a specific area.

Training Matrix Report

Legend: Compliant / Annual User Review W/ Dept / Not Compliant / Not Required

	Company Induction Policies & Procedures	HSSE Self Assessment	Eye Screening	Manual Handling	Noise & Vibration
Miranda Cameron	Compliant	Compliant	Compliant	Compliant	Compliant
Amy Sherman	Compliant	Compliant	Compliant	Compliant	Compliant
Charlotte Clements	Compliant	Compliant	Compliant	Compliant	Compliant
Craig McNeish	Compliant	Compliant	Compliant	Compliant	Compliant
David Burns	Compliant	Compliant	Compliant	Compliant	Compliant
Joan Marshall	Compliant	Compliant	Compliant	Compliant	Compliant
Olivia Brown	Compliant	Compliant	Compliant	Compliant	Compliant
Car Park	Compliant	Compliant	Compliant	Compliant	Compliant
Supervisor / Line Manager	Compliant	Compliant	Compliant	Compliant	Compliant

Report Name: Training Matrix Report
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The software shows training that is compliant, due for renewal, non compliant and not required. Training records can be approved by an authorised user and any actions associated tracked with the built in action manager. All documentation, including training certificate can be stored with the record.

Integrate with online systems

Include records from Safety Learning.

SHE Software has a partnership with Safety Media, the Safety Learning system <http://www.safetylearning.co.uk/> is capable of sending training records to the SHE system that makes all training information available quickly and easily through a single source.

Never miss a review

Make sure training is renewed on time.

Every record automatically gets a review date to help you to effectively manage the review process. View and filter all records through the scheduled review module and using the action manager, assign the renewal to another user. Automatically notify them with email reminders and escalation if not completed within the specified time scale.

Employee specific records

Unique training information for each staff member.

Produce a unique training profile for individual staff members to show training received and due for renewal. Prove staff have been given the training required to perform their jobs safely.

Training Needs Analysis Breakdown Report

Member Category	Target Qualification/Competence	Component/Course Name	Course Date	Required By	Date Attained	Training Provider	Status
Mandatory Company Training	OSHAS 18001	HSSE Self Assessment	01/03/2015		01/03/2015	HR Department	Not Started
		Risk Awareness in The Workplace					Not Started
		Eye Screening					Not Started
		Manual Handling	18/03/2015		18/03/2015	HR Department	Completed
		Safety Induction	24/03/2015		24/03/2015	HR Department	Completed
		Company Induction Policies & Procedures	28/03/2015		28/03/2015	HR Department	Completed
Staff Supervision	OSHAS 18001	HSSE Self Assessment	01/03/2015		01/03/2015		Not Started
		Risk Awareness in The Workplace					Not Started
		Eye Screening					Not Started
		Manual Handling	22/04/2015		22/04/2015	CDH	Completed
		Safety Induction	16/04/2015		16/04/2015	HR Department	Completed
		Company Induction Policies & Procedures	01/04/2015		01/04/2015	HR Department	Completed
Staff Supervision	OSHAS 18001	FRA Training			09/10/2015	Deflect Technology	Completed
		WEDOH Part 1			06/11/2015	John Foster Training	Completed
		WEDOH Part 2				Microsoft	Not Started
		Manual Handling				CDH	Not Started / Not Required

Reasons to use SHE People & Training Management

- Reduce the cost of managing training information.
- Simplify training needs management
- Identify trends and gaps
- Reminders for training and health tests.
- Single source for all training related documents
- Save time and reduce duplication of effort through sharing of information.
- Identify key areas and manage actions in one place.
- Audit trail maintained for every record.