

Training Administration Made Easy

The image displays two screenshots of the Eveni training administration system. The left screenshot shows the 'Events' overview, featuring a calendar view of seminars and courses. The right screenshot shows the 'Persons' overview, displaying a list of users and their availability for courses.

Left Screenshot: Events Overview

Seminarnamen	Type	Status	Start date
Lehrgang XLW			24.08.2009
Modul 1 Grundausbildung			24.08.2009
Die Testumgebung in der Zukunft des Cyberspace			31.08.2009
Modul 2 Weiterbildung			11.09.2009
Anmeldeschluss Einzelkurs			09.09.2009
Versicherung 1			11.09.2009
Mittagessen Kantine 12:00 - 13:00			11.09.2009
Check Lehrpersonal			12.09.2009
Kursumfrage			12.09.2009
Versicherung 2			17.09.2009
Verkauf 1			23.09.2009
Modul 3 Professionalisierung			21.09.2009
Anmeldeschluss Einzelkurs			19.09.2009
Versicherung 1			21.09.2009
Versicherung 2			27.09.2009
Verkauf 1			03.10.2009
Mittagessen Kantine			
Lehrgang zum Buchen			

Right Screenshot: Persons Overview

Lastname	Name	Username
Anders	Adrian	netcetera
Brantschen	Peter	9999
Avail.: Immer da		
Avail.: Herbstferien		
Brunner	Ronnie	ronnie
Demo	Simone	simone
Dietrich	Markus	mdietrich
Avail.: Ferien		
Avail.: Reguläre Woche		
Allo.: Check Lehrpersonal		
Conflicts		
Reservation but no availability		
Lins	Robert	889rl
Müller	Peter	pmu
Netcetera 1	Demo	demo
Netcetera 2	Demo	demo2
Projektmanager	Hans	

With the training administration system the central management of courses, seminars and corporate events is easy and straightforward, both for administrators and participants. Using templates, administrators are able to publish details of courses in just a few minutes. The system automatically assigns instructors and rooms to the courses with the aid of stored profiles and availability information. Internal and external participants register for courses online. The system automatically informs managers about employees' course registrations. Depending on the structure of the workflow, managers then can authorize employees' attendance at courses. Instructors are kept constantly updated with information on the participants. When the participants arrive at the hotel, the administrators have access to all the necessary information. The training administration system significantly increases the efficiency of course administration. As a result, administrators and course developers have more time to create new courses, provide support for participants and focus on staff development.

FEATURES

From Receptions to Complete Courses

The training administration system can be used to plan and run all types of training and corporate events: from a one-off evening reception to a series of modular courses.

From Course Planning to Participant Surveys

The software manages courses, instructors, participants and the course infrastructure.

In order to plan a course or a series of courses, the administrators enter the necessary details in the system. They then assign an instructor, a room, presentation infrastructure, catering, and hotel accommodation to each event. Information about courses which take place more than once can be saved in a template and reused at a later date.

In addition to the length and dates of each course, the system allows for a wide range of other information to be entered. These include, for example, the minimum and maximum number of participants, target group, knowledge levels required, teaching aids, training objectives, classification levels etc. Course participants can display an overview of the training on offer, register for individual courses and enter their evaluation online after the course.

Grouping by Subject and Training Level

The courses on offer can be displayed by subject and training level. This allows potential participants to search for specific subject areas, such as management, product or sales training. Moreover, the training administration system classifies the courses by training level, such as basic, further or professional training. As a result, it also functions as a management tool for staff development.

Rapid Overviews and Conflict Management

Course administrators can display a rapid and comprehensive overview of the courses, instructors, participants and infrastructure. This enables them to identify at a glance the registration status and the times at which people, rooms and equipment are booked.

The training administration system recognizes conflicts, such as the overbooking of resources or instructors. It summarizes all the conflicts in a comprehensible list, so that they can be resolved immediately.

Analyses and Excel Export

The system allows specific course or infrastructure analyses to be created and to be exported in Excel for further editing. For example, a list of course participants or catering orders can be drawn up quickly and simply.

Ease of Use and Integration

Course administrators and participants can use the application online via a web browser. The system is based on Web 2.0 technologies, which makes it simple and intuitive to use.

The number of manual administration tasks can be reduced, for example by linking it to a staff database.

SYSTEM REQUIREMENTS

Workplace

- Web browser (Internet Explorer or Firefox)

Servers

The requirements for the operating environment have deliberately been kept at a low level. The training administration system has the following minimal system requirements:

- Java Servlet application container, such as Apache Tomcat
- Relational database, such as Oracle, MS SQL Server, MySQL
- Operating system: Unix (Linux, Solaris) or Windows

CONTACT

info@netcetera.ch