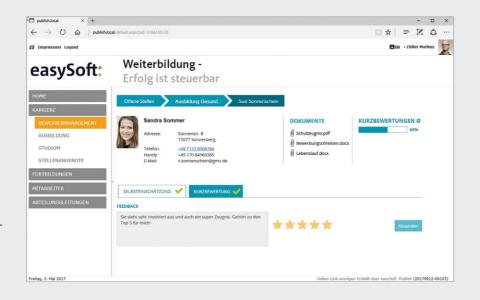


1 CLASS SCHEDULING

- > Well laid out: The schedule design and functions vastly facilitate the planning process.
- > Customizable: The layout of the class schedule can be adapted individually, thus significantly enhancing your speed and efficiency.



2 SELECTION PROCESS

> Publish candidate data for selected departments. The departments can assess the candidates and provide candid feedback accordingly.





3 MOBILE ACCESS

 Accessible from anywhere with a smartphone or tablet. Your trainers and trainees have up-to-date information at their fingertips.

easySoft:

Training Management – Clearing the Way to the Goal

Our training solution incorporates all the essential features for accompanying your training activities – from the application process right through to final exams. Whether a small training unit or an institution with several locations, whether trainees and students from different fields of study or theoretical and practical phases at different locations and in different departments, it is of utmost importance to maintain a clear overview. With easySoft, each step of the training process is documented and information regarding the current status is always at hand. Now that puts the fun into training management!

- > Candidate management
- > Class scheduling with instructor invoicing
- > Syllabus and curriculum management
- > Work and practical training scheduling
- > Absenteeism management
- > Generation of assessments and evaluations
- > Well-structured scheduling: diagram and list views of the assignments
- > Automatic work scheduling
- > Books and media, media loan
- > Documentation of sick and vacation days
- Publication of all relevant information on the intranet, internet or Web app – for trainers, trainees and departments
- > Integrated report generator for individual reports, assessments and statistics



easySoft. GmbH - Software for education management and human resource development

Training Management –

One Step Ahead

Recruiting phase

Planning phase



1. Online application

- > Flexible form design allows step-by-step online application
- > Document upload
- > Automatic confirmation of receipt



2. Selection process

- > Custom-defined applicant criteria (ex. average marks, work experience) allow pre-selection of candidates
- > Access to all relevant information provided by the departments on the candidates
- > Scheduling of candidate interviews and assessment dates
- > Serial e-mail templates for invitations and planning
- > Drawing up contracts made easy with the integrated report generator

See screenshot 2





3. Theoretical training scheduling

- > Syllabus/Curriculum: Import standard curricula and define your own syllabuses and curricula as well as links
- everything at a glance: Which room is free? When is the instructor free? offered?
- teaching, multiple rooms, individual times
- workloads and content. operations

See screenshot 1



- > Class scheduling -Which topics still have to be
- > Flexible planning tools for: Group consolidation, team
- > Comparison of the target/ actual hours for instructor Overlap indicators simplify



4. Practical training scheduling

- > Define which fields/departments are required per direction of study
- > Overview of the capacity of the training centers
- > Definition of subject areas and the corresponding required hours
- > Well laid-out calendar and list view for scheduling and adjusting assignments flexibly (drag & drop, multiple changes)
- > Easy switching between different views (work area, participant)

See screenshots 3



5. Organization

- > Record performance assessments and examination results
- > Schedule and document practical training units
- > Manage absenteeism
- > Action management for documenting all communication processes



6. Communication

- > Online graph overview of the scheduling for a particular participant or work area
- > Access performance records, absences, practical training units online
- > All important information always up-to-date – can be viewed by trainees and instructors with the easySoft. App (Android, iOS, Windows)
- > Distribute information and changes via serial e-mail or push messages



7. Quality control and knowledge transfer

- > Evaluation of the participants according to the training parameters
- > Documentation of instructors' teaching credentials and qualifications
- > Exchange of teaching material with instructors and participants



8. Evaluation

- > Wide range of evaluation possibilities with the integrated report generator
- > Evolution of candidate numbers
- > Analysis of capacity rates for each department
- > Analysis of marks
- > Trainee assessment
- > And much more