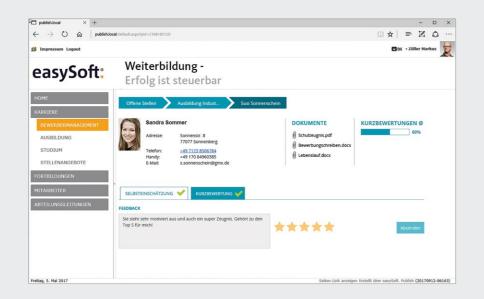


SCHEDULING CHARTS

- > Direct and easy: Keep track of all your trainees.
- > Always up-to-date: Changes are immediately available in all program areas.
- > Quick overview: For example, the capacity rate for a given work area.



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 completion. Whether a small training unit or a company 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 learning!

- > Candidate management
- > Defining work areas and the work schedule
- > Well-structured scheduling: diagram and list views of the assignments
- > Automatic work scheduling
- > Generation of assessments and evaluations
- > Documentation of sick and vacation days

- > Documentation of internal training activities
- > Online report portfolio
- > 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

Realization 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
- > Scheduling of candidate interviews and assessment
- > Serial e-mail templates for invitations and planning
- > Drawing up contracts made easy with the integrated report generator
- > Access to all relevant information provided by the departments on the candidates.

See screenshot 2





3. Practical training scheduling

- > Define which fields/ departments are required per profession (direction of study)
- > Overview of the training facilities' capacity
- > Definition of the learning objectives (subjects) and required number of hours per subject
- > Well-arranged calendar and lists for scheduling and rescheduling assignments (drag & drop, multiple changes)
- > Easy switching between different views (work area, participant)

See screenshot 1



4. Communication

- > Graphical overview of the schedule for individual work areas or departments
- > Distribution of training schedule via serial e-mail
- > Online access for trainees - mobile and always up-to-date

See screenshots 3





5. Organization of internal theory courses

- > Organize theory days/ weeks with all necessary resources
- > Courses can also be offered as eLearning courses
- > Structured scheduling of the theory unit with the help of a syllabus



6. Online report portfolio

- > Integrated workflow for creating, checking and approving report portfolio
- entries > User-friendly activity recording by the trainees
- > Approval or optimization recommendations by the trainer
- > Comprehensive overview of all unfinished report portfolio activities



7. Quality control

- > View for trainers and trainees of the theory units still to be completed
- > Easy selection of suitable dates for open theory units
- > Record marks and assessment results for each trainee
- > Overview for trainers and trainees whether all theory components have been fulfilled



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

Training organization

Quality control and evaluation