easySoft®

Taking the Lead

Software for Training Management

Online Application

The future of recruiting will focus primarily on simplifying the application process as much as possible for the interested parties. Our step-by-step online application module significantly increases both the appeal and the ease of the selection process.

Training Management
Made Easy

easySoft stands for consistent, successful relationships with more than 1,300 educational institutions and companies – extremely diverse, yet simple and practical at the same time. This is what we focus on and what distinguishes our software.

We have successfully executed many IT projects and installations in various companies and educational institutions. An excerpt from our reference list is provided at the end of this brochure. So what can we do for you?

IT decisions require vision. We can provide you with an end-to-end solution for managing the training activities in your establishment. On request, we can also provide organizational advice, analyze structures and identify opportunities for simplifying your workflows.

Take advantage of easySoft's complete range of system and user support services designed to ensure your success. Once your program has been installed, we will provide in-depth training for you and your employees right on your own premises. Afterward, you can rely on easy-to-understand documentation as well as the dependable support services we provide.

Further attractive services include our HelpCenter, individual technical support, remote maintenance as well as seminars at the easySoft Academy locations in Berlin, Essen and Bretten. The following pages will give you an overview of our software solutions. **Let us explore new paths and achieve your goals together.**
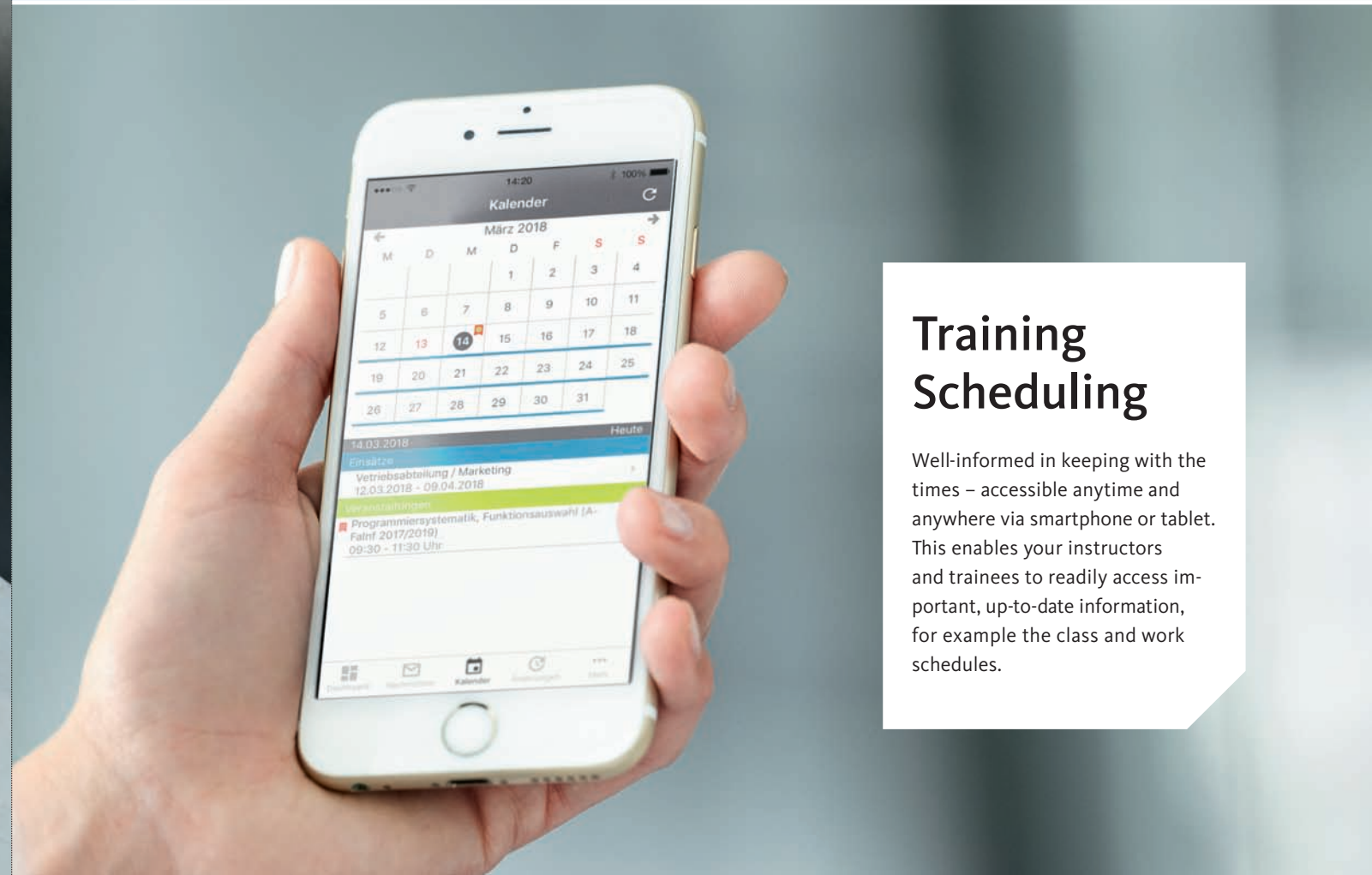
Training Scheduling

Well-informed in keeping with the times – accessible anytime and anywhere via smartphone or tablet. This enables your instructors and trainees to readily access important, up-to-date information, for example the class and work schedules.

E-learning

Online report portfolio

Communication via web and app

Targeted training scheduling

Scheduling charts

Data protection tool

Focus on learning goals

Efficient education control

Tried and Tested

We have compiled a few examples and customer interviews for you in this brochure. But we are capable of so much more! See for yourself. We invite you to browse these pages for a first impression and would be happy to demonstrate our software solutions to you in person.

Quality Assurance

Besides imparting sound expertise, training mainly focuses on the further development of personal and social skills. Our software solutions equip you with optimal resources for identifying needs and taking targeted action. In this way, theory and practice go hand in hand.
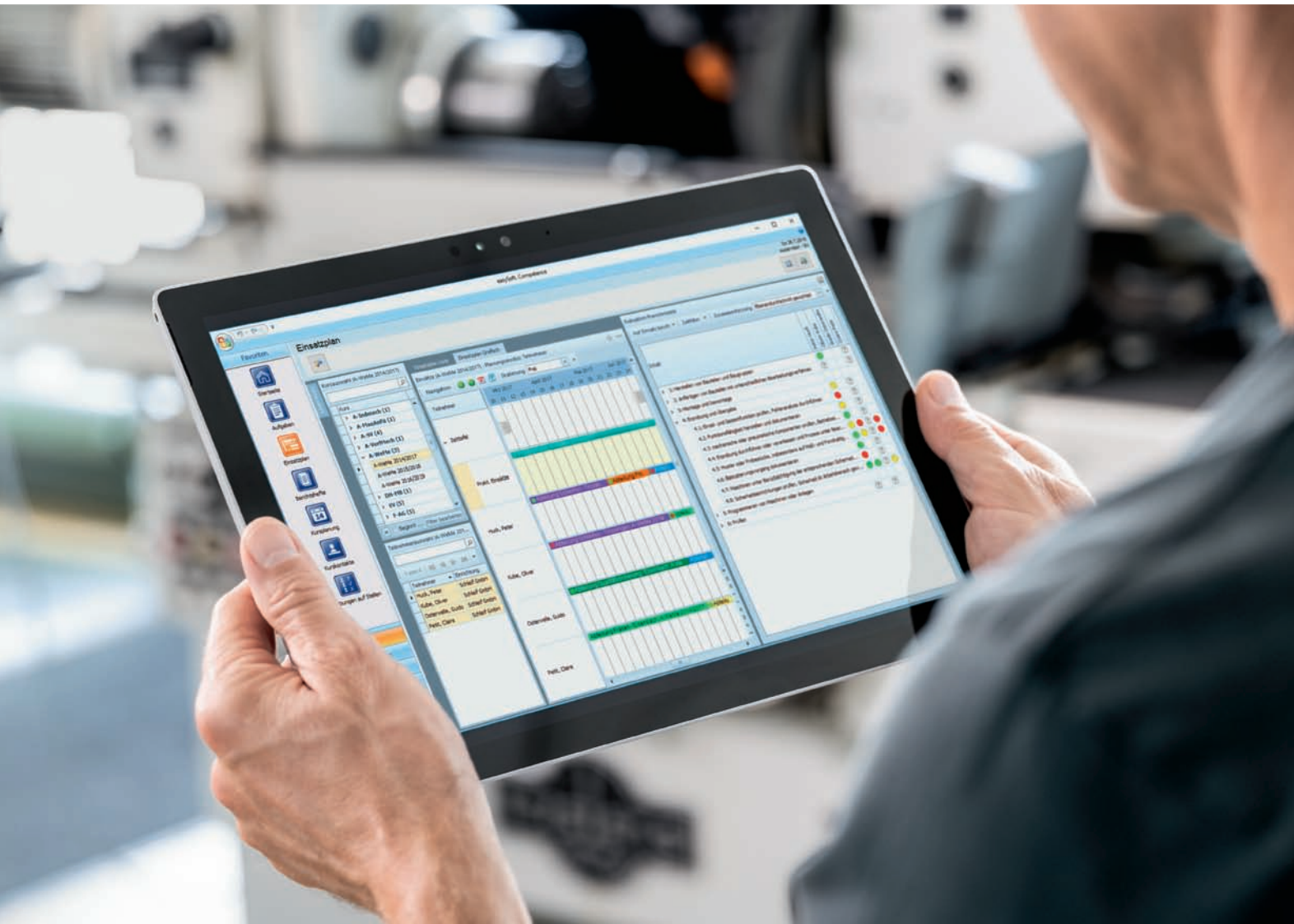
easySoft. Education
Learning by Doing

Whether for small training units or companies with multiple locations, our training management solutions incorporate all the essential features – from the application process right through to completion. These solutions are designed to accommodate trainees and students from different disciplines, theory phases or practical phases, at different locations and in different departments. easySoft allows you to keep on top of things because every phase in the training process can be documented and up-to-date information is always at hand.

Our solutions were born from real-life experience. Since then, we have been investing our vast wealth of expertise into continuously improving and expanding them. In doing so, our commitment has been to always stay one step ahead of the game and thus recognize tomorrow's needs today. This makes it possible to work and network in a goal-oriented manner within the entire training team. With the help of the software, complex work processes can be streamlined and planning errors avoided.

With this new degree of transparency, important decision-making tools can be used to identify learning needs and plan corresponding activities. Our customers report significant savings in time, money and effort. easySoft. Education streamlines administrative processes and offers companies and educational institutions of all sizes considerable savings potential while simultaneously increasing the quality of training.

"Our goal is to provide education professionals with effective support." **ANDREAS NAU**

FLEXIBLE, EASY AND INDEPENDENT
In the face of such factors as growth, continuous change and development, audits or amendments to legal conditions, a system has to be adaptable and agile. This has always been a central criterion on which we base each of our developments. After all, the solution should meet your demands and not vice versa.

Everything at a Glance –
Simply One Step Ahead

Application phase		Planning phase	

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

2. Selection process
> Complete master data and candidate management
> Custom-defined applicant criteria (e.g. 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
> Integrated report generator makes drawing up contracts easy

3. Practical training scheduling
> Definition of work areas and the work schedule
> Definition of required fields/departments per direction of study
> Overview of the capacity of the training centers
> Well-structured scheduling – graphical representation and list views of the work assignments
> Compilation of practical syllabuses and learning goals
> Well-laid-out calendar and list view for scheduling and adjusting assignments flexibly (drag & drop, multiple changes)
> Easy switching between different views (work area, trainees)

4. Theoretical training scheduling
> Syllabus/Curriculum: Import standard curricula and define your own syllabuses and curricula as well as links
> Class scheduling – everything at a glance: Which room is free? When is the instructor free? Which topics still have to be offered?
> Flexible planning tools for: Group consolidation, team teaching, multiple rooms, individual times and resource management
> Comparison of the target/actual hours for instructor workloads and content. Overlap indicators simplify operations
> Automated invoicing

5. Organization
> Management and overview of all master data such as training courses, training centers, vocational schools and contact persons
> Record reviews, performance assessments and examination results
> Schedule and document practical training units
> Manage absenteeism
> Action management for documenting all communication processes
> Courses can also be offered as eLearning courses

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 notifications

7. Quality assurance/ Knowledge transfer
> Evaluation of the participants according to the training parameters
> Documentation of instructors' teaching credentials and qualifications
> Exchange of teaching material between instructors and participants
> Online report portfolio

8. Evaluations and data protection
> Wide range of evaluation options with the integrated report generator for individual reports, evaluations and statistics
> Evolution of applicant numbers
> Capacity rates for each field or department
> Evaluation of grades
> Trainee assessment and much more
> Data protection tool: Provides tips and guidance for compliance with the EU GDPR

Training organization	Quality management and Evaluation

Educational Processes

Only when you have focused on the learning processes and prevailing circumstances can you really begin to shape them constructively. This is where unexpected opportunities lie for the success of your training activities as well as the organization itself. What are you still waiting for?

Internationalization

The world is getting smaller. Companies are setting up locations abroad. This creates new challenges as well as opportunities. We have taken up the challenge and are excited that our software is now being used around the globe.

The Software Adapts to
our Work Processes

IMS Gear has been using easySoft. Education for three years. Training manager, Uwe Wälde, reports a significant increase in the quality of the management of their 200 trainees in Germany, Mexico and the USA.

Mr. Wälde, can you describe the initial situation?

UWE WÄLDE Somewhat desperate, probably like any other company that has ultimately decided on new software. Before embracing something new, one tries to exhaust all the possibilities of the old system. In our case, that meant trying to keep track of over 200 trainees in the three years of the training program who were working in about 250 different areas and departments in Germany, the USA and Mexico. It just couldn't be done with Excel any more.

What did your list of requirements look like?

UWE WÄLDE It was long because we naturally wanted to see a significant increase in quality. First, the program had to be in two languages – German and English. After all, it shouldn't be just my 14 employees who know where each trainee is working. Vice versa, the trainees should also be able to keep track of their work schedules a year in advance.

Another point: Evaluations, report portfolios and certificates had to be stored in the same database. That meant that all instructors had to be able to enter data. But the trainees also had to be able to complete their report portfolio online. In turn, it had to be possible for the training managers and department heads to check all this information so they could follow up if the trainees had not completed or not fully completed the task. All of this, of course, with different access rights in order to ensure data security. In other words, very complex.

I assume IMS Gear also had its own evaluation system that had to be integrated?

UWE WÄLDE Correct. The evaluation system was developed over a number of years and reflects our corporate culture and identity. It was essential that this system could be integrated into the software. However, it was no problem at all since easySoft. Education includes flexible evaluation templates that can be customized within a few minutes and can also be changed later on if necessary.

Why did you choose easySoft?

UWE WÄLDE We looked into four other alternatives. However, they were all self-contained programs with too little scope for variations. That meant we would have had to adapt our company's work processes to the software. In contrast, easySoft. Education was much more flexible and customer-friendly with its modular design. Head of Development, Wilfred Hahn, explained to me that the software is specially designed so that it can be customized to customer needs in many areas. That's what I call being customer-focused and I still appreciate it to this day.

What is your assessment after three years?

UWE WÄLDE There was one critical point. We were the first commercial customer in need of an English version. And it was delivered later than the German version. This created a tricky challenge working with the two plants in Mexico and the USA. However, we always knew that easySoft employees were working diligently on the problem. Indeed, we have achieved the desired improvement in quality as well as considerable time savings. For example, the work schedule can be printed out quickly and we have an excellent overview of the training status of individual trainees. We feel that we receive outstanding support from Metzingen in this regard.

What does that support look like?

UWE WÄLDE The Hotline tries to solve our user problems within a day. Two of our employees attend the annual user conference, thereby expanding their knowledge base, and pass on the new information and tips to the rest of the department. In addition, I am also a member of the user work group and can relay wishes and ideas that arise on the job back to easySoft.

ABOUT:

Uwe Wälde is the Training Manager at IMS Gear. The expert for gear technology with its headquarters in Donaueschingen, Germany and plants in the USA, China and Mexico counts 3400 employees worldwide and generated 515 million euros in sales in 2017.

Gaining Time for
Content and
Strategic Planning

The Oekumenische Institut für Pflegeberufe (Ecumenical Institute for Nursing Professions) in Ortenau, Germany has been using easySoft products since 2005 for organizing their training activities and their trainees. The School Directors, Sonja Mutschler-Prater and Walter Anton, value the fact that the software can adapt to their needs.

Mrs. Mutschler-Prater, how long have you been using the software from easySoft?

SONJA MUTSCHLER-PRATER The Oekumenische Institut für Pflegeberufe in Ortenau GmbH was founded in 2005. Since that time, I have been the school's Director – first with Nurse Ratmunda, now with Walter Anton. We were convinced by the software's performance, so we chose easySoft for scheduling hours and planning the work schedules for our 300 or so nursing and geriatric nursing students. When the school board changed, we switched to their program. However, there were no synergies as a result of the use of the common software. After having used both and comparing the two, I can assure you that easySoft is much more transparent and functional. And that is why we have been enthusiastic easySoft users again for the past three years.

Mr. Anton, who works with the software?

WALTER ANTON Both School Directors as well as 28 instructors and several administration colleagues work with the seminar management program easySoft. Education. Our student numbers have more than doubled since 2005. One hundred ten trainees started their training with us last October alone. The nursing and geriatric nursing students come primarily from the Ortenau region. Although a number of them come from other areas of Germany through our collaboration with large nursing facilities. In addition, the Oekumenische Institut accompanies foreign nursing professionals in various projects aimed at qualifying them for recognition in Germany. Aside from nationwide professional mentoring and support in integrating nurses from Serbia, Bosnia, the Philippines, Brazil and Mexico, we also plan foreign placements.

What do you use the program for?

WALTER ANTON First, we enter the master data for the students and plan their assignments. For us, it's important that we can generate various evaluations at the click of a button. For example, absences are recorded, which we check regularly. If students miss too many lessons or work days, they will have problems with admission to the exam. This allows us to warn the students concerned at an early stage.

SONJA MUTSCHLER-PRATER We also manage all of the lesson and room scheduling with the program. A standardized database means that we have everything under control, from assigning instructors to managing media resources in the individual classrooms.

Do you fully exploit the program?

SONJA MUTSCHLER-PRATER The modular design is ideal. We have exactly what we need. When new requirements arise through day-to-day use, we can incorporate corresponding modules. For example, we receive more and more applications via e-mail. Soon we will use the software to integrate this information automatically as well as manage the application process. We want to alleviate the burden on the administrative office and avoid possible entry errors during data transfer. We also want to create greater transparency and flexibility: In the future, students will also have access to class schedule management. Data protection will, of course, remain guaranteed.

WALTER ANTON Our jobs are becoming more and more demanding and professional software programs are essential for carrying them out properly. Ultimately, we want to help shape the future of nursing, for example through the training programs for combined geriatric, public health and medical nursing or combined geriatric nursing and disability care. Consequently, training and education in this area must be developed continually and the course contents must be adapted accordingly. With our pilot projects, we have contributed to this development, as is reflected in the new act for nursing education. We are only able to think in terms of content and strategy because – thanks to easySoft – the operational activities do not cost us too much unnecessary time and we can obtain important information through various evaluations.

How would you describe the cooperation with Metzingen and Bretten?

SONJA MUTSCHLER-PRATER Excellent. Whenever we call the Hotline, we receive competent support. Through the user days, we are able to share helpful experiences with other users. And it is particularly important to us that our suggestions flow directly into the further development of the program. We feel that our concerns are taken very seriously and as users, we are helping to continuously improve the program.

ABOUT:

Sonja Mutschler-Prater has been School Director of the Oekumenische Institut für Pflegeberufe since 2005. The trained geriatric nurse studied nursing school management and teaching. In 2000, she received her degree in business administration (VWA).

Walter Anton is a trained nurse. He has been working at the Oekumenische Institut since completing his diploma and master studies in vocational education and has been School Director since 2009. The vocational educator is co-author of the reference book "Altenpflege" (geriatric nursing) and co-editor of the "I Care Lernkarten" flashcards (Thieme publishing house).

Feedback from the Field

Six examples of positive feedback – something that is both rewarding and motivating.

"We like the fact that easySoft really is easy
and that they are continuously developing based
on demands from us users."

MICHAELA FREUDIGMANN
Training Assistant, Uhlmann Pac-Systeme GmbH & Co. KG // **Laupheim, Germany**

"Since implementation, we can now handle consider-
ably more projects with less manpower."

JUDITH SCHÄUBLE MBA
HR Development, R. Stahl AG // **Waldenburg, Germany**

"easySoft is continuously developing and improving
its products and is always happy to take user
suggestions on board. Furthermore, I appreciate
the company's competence and friendliness –
working together on projects is target-oriented
and based on mutual trust."

ELVIRA BERKEMEYER
Project Management Schools, Youth and Integration, LVR-InfoKom // **Cologne, Germany**

"Our demands are carefully analyzed and
summarized – making it possible for us to arrive
easily at a solution."

BIRGIT CONTRERAS-MOLINERO
Divisional HR Manager Training, Canton Hospital // **St.Gallen, Switzerland**

"From the very first encounter, it was clear that we
had just found what had been missing until then."

WOLFGANG SEEGER
Administrator, School for Nursing // **Feldkirch, Austria**

"Since the competencies and strengths of our
employees are bundled and centrally available
in the program, our HR Development or ward
managers can access the information directly
and promote the further training of employees
on an individual basis."

STEPHAN SPIES
Director of the Martha-Maria Training Center, Diakonie Martha-Maria e.V. // **Nuremberg, Germany**

easySoft on the Job

Bodensee-Wasserversorgung	SSB	Stadt Zürich Pflegezentren
wüstenrot württembergische	Koehler ENERGY GROUP	MARIENHAUS AKADEMIE MARIENHAUS
DHBW Duale Hochschule Baden-Württemberg CAS Center for Advanced Studies	UNIKLINIK KÖLN	JERMI Käserla
CHARITÉ UNIVERSITÄTSMEDIZIN BERLIN	STADTMANNHEIM²	IBAF Institut für berufliche Aus- und Fortbildung
Coroplast	UNIVERSITÄT DUISBURG ESSEN Offen im Denken	Malteser ...weil Nähe zählt.
UNIVERSITÄTS KLINIKUM FREIBURG	warema	SCHUNK

This is just a sample of the more than 1,300 customers we now serve.
We would be happy to send you a complete list of references including contact persons upon request.

Give us a call or send us an e-mail or fax. We look forward to hearing from you and providing you with further information.

easySoft.®