

ngNINE Limited

Sample Training Planning Report

Employee	Office	Course	Training Carried Out	Last Refresher Carried Out	Refresher Due	Refresher Planned Date
Kevin Ball	Midlands	Asbestos Removal Operative	07/06/2006		06/06/2007	07/05/2007
Jim Smith	Midlands	Asbestos Removal Operative	07/06/2006		06/06/2007	07/05/2007
Tracy Hall	Scotland	Asbestos Removal Operative	05/05/2002	04/06/2006	03/06/2007	
Derek Hall	Scotland	Asbestos Removal Operative	09/08/2003	04/06/2006	03/06/2007	
Jeremy Brown	Midlands	Asbestos Removal Operative	01/03/2005	15/01/2007	14/01/2008	
Eric Smith	Midlands	Asbestos Removal Supervisor	01/02/2006	15/01/2007	14/01/2008	

Notes:

Seguro stores all details of training undertaken by employees including associated documents such as training certificates. The system automatically calculates when a course needs to be retaken or when a refresher is required.

The Training Planning Report shows employees and training details for all the courses they have taken and the dates when training is next required and the planned date if they have been booked on a course. The report can be generated using a combination of different criteria such as:

- Training plan for a specific office/site
- Training plan for a specific course or group of courses (e.g. all asbestos related courses)
- Training due in the next x days/months

The management of employee training can also be controlled using built-in alerts which warn when training is due within a certain time period e.g. training due in the next 2 months. Users are alerted to this information and email reminders can also be sent.

Other training related reports are also available including a full training history for an employee including any relevant documents such as certificates.

The same reports, alerts and processes are also available to manage **employee medicals** and **face fit tests**.