TrainingRegister® Tutorial

Required Training Overview

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Abstract: This Tutorial will help the user understand how TrainingRegister® can be used to track required or mandated training using Training Programs.

It will be assumed the user has worked through the Overview Tutorial, knows how to open TrainingRegister®, switch to the sample database if needed and login.

It will also be assumed the user is already logged into TrainingRegister®.

Summary:

The reason for tracking required training, is so it can be easily determined what required training has not been completed.

TrainingRegister® uses a special table to keep track of who needs what class, and when. There is not a user interface for this table. Entries are maintained automatically by TrainingRegister® as requirements are defined and/or training is completed.

Training paths, tracks or curricula are called Training Programs in TrainingRegister®. A training program is used to group one or more required classes to the individuals that need the training. Any person who is associated with, or linked to a training program will be required to receive all the training that is part of that training program.

Each person can be associated with or linked to multiple training programs. They might be linked to a training program that contains training required of all employees, a program that contains training required for a specific job and a program that contains training required for a new job or position.

Training can be required once in a lifetime or at periodic intervals. If training is required at periodic intervals, TrainingRegister® will calculate the next due date by adding the periodic interval to the last completion date. If the training has never been taken it will show that it is due immediately.

Target dates can be optionally defined for required training. If a target date is set when a person is linked to a training program then they will be required to complete all classes in that training program by the target date. If a target date is entered when the class is linked to a training program then all people will be required to complete the training on the same completion date. A target date at the class level overrides any target date set for individuals.

Optional Training:

Only required training is linked to training programs. All other training is considered optional. All completed training ends up in the same training records table. Reports listing completed training will not be affected by the reason the training was taken.

Required or Needed Training Reports:

The reason required training is tracked, is so it can be easily determined what training is still needed or who has not had the training they need. By tracking required training the following types of reports can be prepared:

List all training programs
List each training program with required classes
List the people linked or associated with each training program
List training that needs to be administered, sorted by the number of people who need each class
List people who need specific training
List the requirements for an individual and their progress

No affect on permanent training records:

Training requirements can be changed or deleted as needed without affecting permanent training records. On the other hand, completed training will be factored into reports that list what training is needed.

Three things must occur for to produce accurate reports that detail training needs.

A Training Program must be defined in the Programs Table. These can be user defined for any purpose.

One or more classes must be linked or associated with the training program. This defines what training is required, or is part of the training program.

One or more people must be linked or associated with the training program. Each person will be required to receive all classes that are part of a training program.