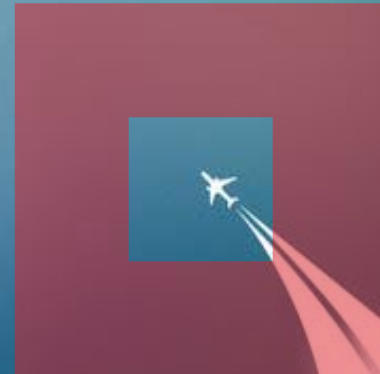


**Training  
Management  
Software  
in MS Access**



# Training Management Software in MS Access

## Key Capabilities include:



- Detailed data on training programs, trainees, trainers etc
- Statistical records and relevant reports
- Standard letters for the handling of training programs
- Standard forms and tools such as certificates, attendance forms etc

## Technical Requirements



- Windows environment (windows XP or latest)
- MS Access
- Can handle mass data

## System Capabilities



- Clear view of the training status for all staff
- Assists in avoiding exposure to situations where personnel do not receive required or not-up-to-date training
- Easy access to the records and development of reports
- Complies with International aviation requirements, clients and other requirements
- Relieves trainers and Human Recourse personnel of routine work

## Access Authority



- Controlled access authorized by administrator
- Many users in different stations
- Edit or read only access
- Replication

## Security



- Protected by password

- Enables management, HR, trainers and all involved in training to follow a uniform and efficient way of administrating and offering training
- Enhances communication between the trainers, line personnel and HR on training matters.
- Ensures that training meets legal, financial and administrative requirements
- Stores information regarding the programming of training courses

## Outputs / reports



- Lists of training programs with dedicated codes
- Lists of training programs which have been completed.
- Lists of programmed Initial training courses with respective training dates.
- Lists of programmed Recurrent training courses with respective training dates.
- Lists of future training programs
- Lists of trainees per training program which may be utilized by trainers.
- Lists of trainees per training program which may be placed on relevant notice boards.
- Lists of training programs with respective Instructor/Trainer for purposes of planning.
- Lists of training programs with training facility arrangements for purposes of planning.
- Individual staff member training records.
- List of instructors/trainers with respective subject they are responsible for.
- List of employees who have not completed required Recurrent training courses.
- Option for print-out of a questionnaire for evaluation of a training program by the instructor/trainer.
- Option for print-out of a Training Evaluation Questionnaire to be completed by trainees.
- Option for print-out of a Certificate of Attendance (involving attendance only) for each trainee for each training program.
- Option for print-out of a Training Certificate (involving test/exam for accreditation) for each trainee for each training program.



**more features**  
could be added  
based on your needs.

## Printing requirements



- All type of printers
- A4 Paper

## Benefits



- Customized to your needs
- Easy upgrading
- Facility for amendments
- User friendly
- Unique design
- Your logos
- Easy maintenance
- Low cost



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