

Management of training



Training management makes it possible to manage, plan and follow up the overall training of the company's employees, while allowing you to calculate costs according to the rules of Act 90.

Individual training

A self-training module can also be added to enable students to advance as they please at their own pace.

In addition...

With the Training Management application you can:

- Calculate training costs
- View the information
- Control training budgets

And you can configure tables of data:

- Organizations
- Contacts
- Types of costs
- Categories of courses
- Training rooms
- Annual amounts
- Applicable articles

Certified Emploi-Québec

Emploi-Québec attests that this software is "**eligible** as a training expenditure pursuant to the regulation on eligible training expenditures (D-7.1, R.1)".

Plan, manage and improve training of your employees, while controlling associated costs

Management of course catalogue

Course catalogue management records information concerning each course:

- Category
- Course code
- Title
- Length
- Cost

Course catalogue management also helps you to manage documents supporting the training.

Courses may be grouped by category (professional development, academic training, first aid, etc.) depending on the specific needs of the organization. More specifically, categories are created by users and are specific to each company.

Support to training

The training management application also provides direct access to the files that are used to conduct the training.

You can specify access paths to the various files and you can also open them directly from the application.

All documents required to present a course are thus listed and easily retrievable.

Management of expenditures

Management of expenditures controls training costs that are eligible or not under Act 90.

Expenditures associated with courses (travel, restaurants, accommodation, etc.) are all calculated after being defined and indexed in the application.

Expenditures are accumulated by category. You can thus obtain the percentage attained according to the amount to be obtained, previously set by the employer.

Management of course sessions

Sessions management manages and plans sessions of courses.

By course session, we mean one occurrence of a course. For example, it could be a computer course lasting 15 weeks, taking 3 hours per week (like at university: autumn, winter, or summer session), or a 4 hour first aid course.

For each session, you can manage information on participants and related expenditures, general cost of the session, dates and time of presentation and the attendance of participants.



442 Saint-Gabriel St., Suite 100
Montreal (Quebec) H2Y 2Z9

www.lbainc.ca
(514) 393-3386