Training Module

CGA training system allows you total control for the taught courses of learning for its employees, register the annual Development Plan and everything attached to the guidelines dictated by the Ministry of labour and Social Welfare STPS.

COURSES: Courses identification that grants the company to its employees.

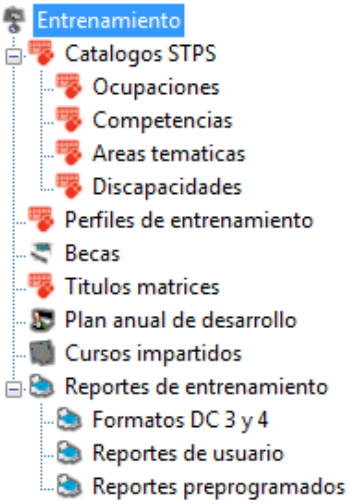
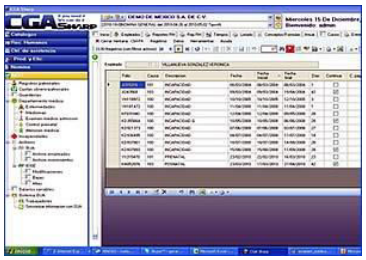
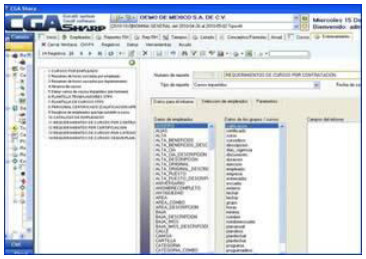
COACHES: Controls data from staff who are in charge of courses, whereas staff who will be trained. Training matrix: allows you to capture in a practical way the courses to be taken each of the employees according to their jobs.

ANNUAL PLAN OF TRAINING: keeps a record of courses which are planned to grant to employees during the fiscal year, based on the array of training, grouped by course and presentable before the Ministry of labour.

RECORD OF ATTENDANCE AT COURSES: Controls employees attend courses, maintaining the registry per employee, by coach and by dates.

EMPLOYEES: The module accesses directly the employees caught in the human resources data and provides an option to capture them so that you can work independent. Also for the rest of the entities that allow the integrity of the catalog of employees such as categories, departments, shifts, supervisors, etc.

SCHOLARSHIP ASSISTANCE PROGRAM: Includes the registration of employees who have been awarded grants by the company, keeping data on his studies, school, periods and dates of commencement and conclusion, as well as the cost.

PRACTITIONERS: It allows to keep a record with employees who work on the floor under the regime of practitioners including data from their studies and dates to conclude them.

REPORTS: It includes more than 20 reports of the different concepts indicated above, there is the option of sending them to text to then access them through any electronic sheet such as Excel, Lotus, etc. Examples: DC3 and DC4, formats courses per employee, by date, by coach, comparison of outstanding courses according to the matrix or the annual plan of training, among others.