Features
Guide

The First Modern Training Operations Manager Platform

TOM - Training Operations Manager (v1.0)

Create and Manage Trainings:

Trainings are the basic building-blocks of learning. Each Training represents a unique topic, which may be repeated multiple times and include variations.

✓ Set Training Names and assign Skills to Trainings.

✓ Assign Trainings to Streams.

✓ Create Different Editions of Trainings.

    ✓ Assign different Level (Beginner to Expert) and Duration to each Edition.

    ✓ Set an Owner Instructor for each Edition.

    ✓ Create Default Sessions for Each Edition, with default Thematic Unit, Duration and Instructor for each Edition.

    ✓ Each Edition can have its own Version history.

Repeat Trainings with Instances:

A single course may be repeated multiple times with different participants, dates or content. Each unique repetition of a training in TOM is represented as a Training Instance. Instances enable recording new repetitions of existing trainings easily, even if they include small variations, and analyzing at both the course and unique repetition level.

✓ Create multiple Training Instances based on a single Training.

✓ Set Start/End Date, Year and Semester for each Instance.

✓ Note Cohort and Meeting Location for each Instance.

✓ Note Delivery (Online/Face to Face) and Audience Type (Internal/External) for each Instance.

✓ Optionally allow Learners to Self-Enroll in an Instance and set Capacity and Waiting List Capacity.

✓ Take Attendances per Learner and Session.

✓ Create, send and collect Evaluation feedback forms.

Manage and Enable Instructors:

An Instructor is any person that delivers one or more sessions in a training, or is responsible for the design of a training. Instructors can be used to analyze workload and cost. They are also provided with a personal dashboard to monitor their upcoming sessions and access personal analytics.

✓ Record Instructor Names and Contact Details (Email, Phone).

✓ Categorize Instructors as Internal/External.

✓ Instructors can recrod training instance sessions and soon will also be able upload training material.

✓ Allow instructors to access personal landing page with upcoming sessions and analytics.

Manage and Enable Learners:

Learners are the people who join trainings. A Learner represents a single physical person, who may participate in multiple trainings and belongs to a single Client. A Client is an isolated group of learners, and can be used to separate large, siloed groups, such as companies in a group or client companies for training providers.

TOM uses Learners both to record participation in Training Instances and to track engagement, absences and feedback. Learners are also provided with a personal dashboard where they can see upcoming sessions, register for new trainings and access personal analytics.

✓ Create Learners as part of Clients.

✓ Recored Names and contact details (Email and Phone).

✓ Categorize Learners within a Client based on Segment and Hierarchy.

✓ Assign Learners to Trainings or allow them to self-enroll.

✓ Allow Learners to access personal landing page with upcoming sessions, available trainings and personal analytics.

Put Training in Perspective with Analytics:

Unlike traditional LMS systems, TOM has been designed with data analytics at heart. Everything in TOM can be analyzed using interactive dashboards that are always updated and consistently available, without the need for expensive and time-consuming data ingestion and processing pipelines or reliance on expensive 3rd party data visualization and analysis tools.

✓ Dashboards are consistently available within TOM and always updated with the latest data.

✓ Dynamic filters for both time and splitting across Trainings, Training Instances, Clients, Learners and Instructors.

✓ Ready-to-go dashboards for analysis of Trainings, Learners and Instructors.

Built Better, Designed to Empower:

TOM has been built using the latest standards and best practices in both infrastructure and design, empowering both L&D Professionals as well as Learners and Instructors to achieve more with less effort. TOM handles the day-to-day operations, *so you can focus on what matters, up-skilling your people.*

✓ Architected on the latest technologies and design best practices.

✓ One-click deployment and unlimited scaling with cloud infrastructure managed by us.

✓ Built-in security with multiple roles and state-of-the-art access control.

✓ Consistent updates and improvements, without additional cost or effort from your part.

TOM
BY CODE.HUB

Code.Hub