



Features Guide

The First Modern Training Operations Manager Platform

TOM - Training Operations Manager (v1.6)

Developed by Experts so you can
FOCUS ON WHAT MATTERS

 **Code.Hub**

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 record 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.
- ✓ Recorded 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.

Monitor Cost and Balance Budgets:

Cost is important, and effective budgeting is key to sustainable L&D. You know it, and so does TOM. With built-in cost and budget management functionality, TOM integrates financial discipline into the very core of the L&D process, providing a clear image and better control over spend.

- ✓ Choose cost-centers, such as departments or divisions and create budget cycles.
- ✓ Annotate the cost per-participant in training instances.
- ✓ Automatic assignment of cost to the appropriate cost center on a per-participant basis, and tracking of available and expended budget.

Receive and Manage Training Requests:

In many cases, effective L&D starts from the bottom. TOM enables learners and manager to request the training that they need, when they need it, and assists L&D personnel with receiving, tracking and implementing these requests.

- ✓ Receive training requests based on both past trainings or completely new needs.
- ✓ Set hierarchical approval point levels in the organization.
- ✓ Approve or decline requests at each approval point.
- ✓ Create training instances based on approved requests.

Track Training Procurement and Contracts:

Built from the group up for the needs of corporate environments, TOM includes a built-in procurement module in order to track and manage requests, supplier offers and contract execution of learning projects. With deep integration with training management features, TOM provides a holistic environment for managing both the execution as well as the acquisition of training services.

- ✓ Record supplier information and associate suppliers with instructors and trainings.
- ✓ Store request-for-proposal (RFP) and supplier offer documents and details for procurement cycles.
- ✓ Mark proposals as accepted or declined and record contract terms for accepted offers.
- ✓ Track consumption of training hours for recorded contracts.

Store Content and Enable Learning:

TOM includes built-in Learning Management System (LMS) features in order to support both the distribution of content associated with a training as well as self-paced learning.

- ✓ Enable instructors and L&D personnel to distribute training content (including links, text, video, presentation and other file types).
- ✓ Guide learners through learning paths including both instructor-led and eLearning trainings.
- ✓ Confirm knowledge acquisition through assignments or automatically graded quizzes.
- ✓ Integrate eLearning content with SCORM support.
- ✓ Enable learners to review upcoming training sessions dates, times and place as well as to access learning content.

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.

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