



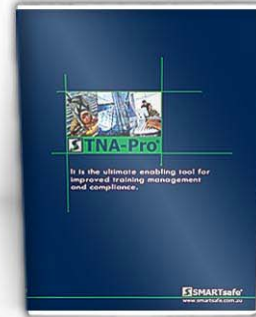
**Simplifying Organisational Training Needs Analysis and Training Management.**

## HOW WELL ARE YOU MANAGING YOUR STAFF TRAINING?

- Can you confidently target your next training program to the specific needs of your organisation?
- Identify your top priority training needs and back them up with facts?
- Can you prove that your training is cost effective and targeted?
- Are you over-training or worse under training?
- Do you have a complete record of what skills, certifications and training are required for each position within your organisation?
- Can you ensure that your staff have the correct skills, training and up-to-date certifications to be undertaking their jobs?
- Are you satisfying your legal obligations and can you provide objective assurance of this?
- Are your training records auditable?



**TNA-Pro® is THE ANSWER :-**



**\$2745** single site price



**The TNA-Pro® solution will help you answer yes to the above question. It is the ultimate enabling tool for improved training management and compliance. With TNA-Pro® you will: -**

- Gain a cost-effective, simple, user-friendly and flexible solution
- Be able to store profiles of the skills, certifications and training needed for each staff position, together with profiles of each staff member and expiry/refresher dates
- Compare competency demand and supply, identify gaps, critical and future shortfalls, as well as areas of over-training
- Provide information to ensure focus and direction for your training investment
- Ensure that training programs are closely aligned with your operational needs
- Have an automatic scheduling facility to ensure that all staff have up-to-date certifications and skills
- Provide compliance reporting that helps you satisfy legislative requirements
- **Have the right staff, with the right skills and certifications, in the right place, at the right time - all the time.**

**TNA-Pro® is a simple, user-friendly system that records the skills, certifications and training results of each staff member, as well as, the skills, certifications and legislative training obligations for each role within your organisation. With TNA-Pro® you will easily analyse all your training data, identifying gaps, critical shortfalls and areas of over-training, maximising training efficiency and minimising training costs.**





## Simplifying Organisational Training Needs Analysis and Training Management.

### FACT

Successful business ensure that all their staff are equipped with the right competencies and certifications for their current and future positions and the organisations operational requirement.

To achieve this objective you require a system that will record the skills and certifications of each staff member, the skills and certifications required to perform each role within your organisation, as well as, the certifications and training required to meet your legislative obligations. Further, you need a system that is able to analyse this data and identify gaps, critical shortfalls and areas of over-training. Finally, your system needs to be supported by a targeted training program.

TNA-Pro® will help your organisation achieve these objectives affordably. You will have your own simple and user-friendly, **Training Needs Analysis Software Solution**. TNA-Pro® is the ultimate enabling tool for improved training management and legislative compliance.

### BENEFITS

- TNA-Pro® is an Intranet product so all your staff can have easy real-time access to training records from any computer connected to your Intranet.
- A simple easy to use browser-based navigational menu, makes the solution extremely user-friendly.
- The group user level access and password login, allows you to ensure that privacy is maintained and all staff have appropriate access to documentation and records on an "as needed" basis.
- The training register is designed to keep track of all courses that an employee has attended. Using these details a Training Matrix is produced that displays a list of all courses attended and those that need to be attended by all employees. This list can be filtered by Site and Department if needed. A Gap Analysis is also produced detailing the hours and cost required to bring all employees up to their required training levels. These tools will dramatically improve your ability to effectively and efficiently manage and report upon your training program, identifying your training requirements and making your training count.
- TNA-Pro® will provide focus and direction for your training investment, ensuring that training programs are closely aligned with real operational needs. With TNA-Pro® you will have the information at hand to develop strategic and targeted training programs. This will result in minimal waste and the increased effectiveness of training programs.
- TNA-Pro® has an easy to use Report Wizard, that will allow you to create and update your own reports - loading them directly into excel! What a fabulous time saver!
- Identifies your training or recruitment needs early. It also allows you to easily determine what courses an employee needs to complete to fulfill the training requirements of a new position (New Position Gap).
- Automatically schedules refresher and update training to ensure staff certifications remain current.
- The Documentation facility gives all users access to important training reference information, such as legislation, from the one centralised area.
- Comprehensive and easy to understand Help and Training facilities are available.
- The Administration area of TNA-Pro® contains tables of information that are used throughout the system. The tables make it easier for users of the system to enter information because they can select details rather than having to type in the details manually. In addition, using tables means that accuracy and consistency of data is maintained throughout the system. It also means that if a description has to be changed, then this need only be done once and it will automatically show up in all places it is referenced. This not only makes the system easy to use, but saves time and money.
- TNA-Pro® will dramatically decrease management workload and administration in relation to training.
- The system has a message of the day and daily weather facility. This will greatly assist with organisational communications.
- It will improve staff motivation by helping you to provide them with targeted training and personal career progression planning, that they can review when they wish.
- The system can be branded to reflect your corporate look and feel.
- **Have the right staff, with the right skills and certifications, in the right place at the right time - all the time.**





## Simplifying Organisational Training Needs Analysis and Training Management.

### FEATURES

- **TNA-Pro®** is an Intranet-based computer system that registers details of training that each person has done. The primary aim of the system is to ensure that each person is competent to perform the duties they are assigned to do.
- **The main functions of the system are:**
  - ◊ Define available courses/competencies
  - ◊ Define positions within your organisation
  - ◊ Define the organisation structure
  - ◊ Define employees within the organisation
  - ◊ Define and link the competencies required for each position
  - ◊ Define and link the competences that each employee has
  - ◊ Produce a Matrix Report of competencies for each employee highlighting any gaps in competency that are needed for the employee's position
- There is user support in the form of Help and Training, ensuring that all users will easily be able to operate the system.

- The system has a Documentation area that provides all users real-time access to important training reference information, such as legislation, from the one centralised area.
- **TNA-Pro® Administration** is a part of the system that is strictly controlled with access being on an as required basis.
- **The functions available in the area include:**
  - ◊ Organisational maintenance
  - ◊ Company (companies your outsource training services to)
  - ◊ Organisational Positions maintenance
  - ◊ Employee maintenance
  - ◊ Reference Table maintenance
  - ◊ Access Group maintenance
  - ◊ Document maintenance
  - ◊ Message of the Day maintenance
  - ◊ Weather
  - ◊ Branding (allowing you to customise the look and feel to reflect your corporation)
  - ◊ Report Wizard (allowing you to create and update your own reports - loading them directly into excel. ) Setup Wizard
- The Administration area contains tables of information that are used throughout the system. The tables make it easier for users of the system to enter information because they can select details rather than having to type the details. In addition, using tables means that accuracy and consistency of data is maintained throughout the system. It also means that if a description has to be changed, then this need only be done once and it will automatically show up in all places it is referenced.

- Administrator and User access levels with secure password login.
- Easy to use browser-based navigational menu.
- Some of the functions within **TNA-Pro®** have a search screen and these are set up in the Search/List/Report/Read/Edit format.
- **TNA-Pro®** is a server-based solution.
- **TNA-Pro®** will auto install onto your server or personal web server and provides easy access via a desktop icon.
- **You can trial the TNA-Pro® product online NOW. To access this demonstration site, visit the TNA-Pro® product page on the SMARTsafe® website and view the product demonstration.**

### Server requirement:-

Compatible with the following operating system; Windows® NT/2000/XP Professional, and requires the following server based software; MS Access, IE 5.5 (Minimum), IIS 5.0. The system can be customised to operate under other databases.

### Client requirements:-

Compatible with the following operating system; Windows® 2000/XP.

