

Training Needs Analysis

Consilium Technologies provides a Training Needs Analysis' to its customers to ensure that users are aware of how to use our software as effectively as possible to eliminate inefficient processing habits, reduce overall processing costs and result in better user satisfaction.

As part of the Training Needs Analysis you will be assigned a Consilium Consultant who will assess the duration of the Training Needs Analysis (based on the software modules and users) and decide on the most effective way of training users, by group or assessed individually.

During the training session users will be constantly monitored in how they are deploying the software in their day to day responsibilities and immediate ad hoc feedback is provided to identify quick wins in improving processing.

Upon completion of the customer –site visit the observed site processes are benchmarked against optimal processing procedures. A report is then provided focusing on potential areas of improvement, and any identified training gaps amongst the users.



Sample Training Needs Analysis Output

Requisitioning & Purchase Ordering
(1 Day)

The following areas have been identified as training requirements

Name	Application	Details
	Requisitions	<ul style="list-style-type: none"> ▪ Define & maintain Item Codes (One off Import initially from Miquest and then Interface to be put in place at a later stage) ▪ Define limited access to item codes per department ▪ Define Authorisation within Requisitions (Budget holders can only authorise specified requisition Officers requisitions) ▪ Input & Amend Requisitions ▪ Allocate Requisitions ▪ Authorise Requisitions ▪ Generate PO's From Requisitions by Dept or Requisition Officer ▪ Define Requisition Filters ▪ Attach notes or documents to Requisitions and print these notes
	Purchase Ordering	<ul style="list-style-type: none"> ▪ Revised training on entering & amending PO's ▪ PO Reports & Enquiries ▪ Define Order Limits with warning message ▪ Attach notes or documents to PO's and print these notes

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