

# EMPLOYEES RELATION SERVICE

# TRAINING

*Business plus Web ERS-Training*  
ระบบเว็บไซต์ดำเนินงานสัมพันธ์ ส่วนการฝึกอบรม

Emp. ID : 0475 Name : Mr.Boonma Demo Department : Human Resource Position : Human Resource Manager

**Course**

Code \* FN-001 Status  Active  Inactive

Course Name(Thai) \* การจัดทำและวางแผนงบประมาณเบื้องต้น

Course Name(English) Preparation of initial budget plan

Course Category Other

Course Type Inhouse Training Training Type Training

Objective เพื่อให้ผู้เข้าอบรมสามารถจัดทำและวางแผนงบประมาณได้

Remark

Course Content เลือกไฟล์ ไม่ได้เลือกไฟล์ใด  
(File type: doc,docx,xls,xlsx,rar,zip,7z,pdf,bmp,jpg,png,gif,mp3 and file size up to 5 MB)

Duration(Hr.) 2.00 Hour(s) Fee 1,200.00 THB

Trainers Evaluation Criteria Tracking Duration 0 Day(s)

Assessment before Training  Yes  No KPI  Yes  No

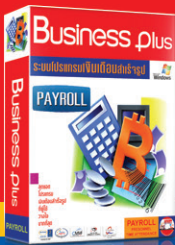
Evaluated after Training  Yes  No Annual Training  Yes  No

Evaluated follow up Training  Yes  No Duplicated Courses  Yes  No

Get Certification  Yes  No

Report to DSD





# EMPLOYEES RELATION SERVICE TRAINING



Emp. ID : 0475 Name : Mr.Boonma Demo Department : Human Resource Position : Human Resource Manager [Sign Out](#)

- Profile
- Training Record
- Prepare for Training Courses
  - Course Category
  - Training Assessment Form
  - Course
  - Trainer
  - Training Location
- Plans and Training
  - Annual Training Plan
  - Training Schedule
  - Specify the list of participants
  - Training Notification
  - Training Calendar(HR)
  - Training Calendar(Employees)
  - Training Calendar(Managers)
- Evaluation and Follow up
  - Evaluated by Trainer
  - Assessment before Training
  - Evaluated after Training
  - Closed Training
  - Evaluated follow up Training
  - Participants Name list for DSD
  - Training Record (Employees)
- Authorize access to the system
  - Authorize access

**Course**

Code \*  Status  Active  Inactive

Course Name(Thai) \*

Course Name(English)

Course Category

Course Type  Training Type

Objective

Remark

Course Content    
(File type: doc,docx,xls,xlsx,rar,zip,7z,pdf,bmp,jpg,png,gif,mp3 and file size up to 5 MB)

Duration(Hr.)  Hour(s) Fee  THB

Trainers Evaluation Criteria

Assessment before Training  Yes  No

Evaluated after Training  Yes  No

Evaluated follow up Training  Yes  No

Report to DSD  Yes  No

Tracking Duration  Day(s)

KPI  Yes  No

Annual Training  Yes  No

Duplicated Courses  Yes  No

Get Certification  Yes  No

<input type="checkbox"/>	Department	Position	Type	Course Type submitted to DSD	Work Experiences
<input type="checkbox"/>	Financial	Financial Officer	Mandatory	Pre-employment Training	Probation
<input type="checkbox"/>	Financial	Financial Manager	Mandatory	Pre-employment Training	
<input type="checkbox"/>	International Sales	International Sales Officer 1	Improve Skills	Pre-employment Training	
<input type="checkbox"/>	International Sales	International Sales Officer 2	Improve Skills	Pre-employment Training	

Employees are valuable resource of any organization. Personnel Developing Platform are accurately and very important. However, Training is one of methodology to develop employee's resource efficiency and meet the organization's goal.

Therefore, every organization decided to focus on training and developing employees that need to perform consistently and systematically. To improve employees in the organization, the analysis survey is very important in accordance with the policy. Requirement and budgeting need to be determined as a training plan, schedule and cost for each department. Moreover, there still have to prepared for the specialist trainers and also inform employee by using notification alert.

After Training process, there would have to keep both trainees and trainers 's record and evaluation after training including with all expenses. HR Department have to compare the objective indicators and resolve the sustainable growth for all transactions.

BUSINESS PLUS design and develop sustainable system call "Employee Relation System – Training (ERS-Training System) to assist HR tasks for Training.



## Key Features and Functionality of the system

- **The process is divided into 3 States as following**
  - Prepare data for Training Course.
  - Prepare for annual training plan and course.
  - Performance Evaluation after training.
- **The system has been designed to meet the requirement of everyone in the organization :**
  - Executive, Manager, HR, Employees, Trainer or Lecturer.

### 1. Executive

- To determine details of the training course and analyst each course for employee's performance improvement.
- Applicable to monitor training budget approval.
- Applicable to check and monitor result after each training course completed.

### 2. Manager

- Determine training information under each positioning with in Department to HR.
- Determine additional training information under each positioning to enhance employees skills to HR.
- Enhance Employees performance via can be tracked back and monitored performance each employees after training course completed. To ensure that each course can be effectively approached as a desired goal or not.
- Notification e-mail alert to Manager to determine a list of employees who affiliated to participant's in each course.
- Be able to verify and select qualified participant under their own Department for each training course.
- Be able to check and analyze training record for qualified participant under their own Department.

### 3. Human Recourse

- Applicable to control training course systematically.
- HR can help to control all expenses and budget of training course for each department.
- Keep an unlimited detailed training course.
- To enhance for the ease of annual training course, specify qualification employees who attend the course by display selected name list that qualified within the curriculum.
- Be able to check report of qualified employees who meet the curriculum but still has not attended the training. To analyze and plan for the training course next time.
- Applicable to prepare for the training plan both opening course according to the survey and contingency plan.
- Support for Employees' improving plan such as specify for job positioning that need to be trained, specify for upper curriculum that has to be passed all basic course before.

- Applicable to prepare and specify training schedule, training places, lecturer and qualified employees for each course based on training plan correctly, to reduce the time for HR.
- Capable to record and confirm for annual training budget in case both on process of approval request or already been approved.
- After each training course completed, there can close and conclude for all expenses each course and also can generate report for monitoring.
- Applicable to confirm whether any employees attend or not attend the course and also specify the reason.
- Determine the training indicators for KPI measurement in the organization, to improve and modify standardize as ISO (any version) : there can specify such as document code, announce and expire date etc.
- Reduce any complexity tasks for HR that have to inform employees about the training queue via e-mail notification with unlimited sending and also notify to manager as well.
- Provide training calendar that can view easily and effectively, separated to each positioning such as HR, Department Manager, and Employees etc.

Emp. ID : 0473 Name : Mr.Boonna Demo Department : Human Resource Position : Human Resource Manager Sign Out

Training Calendar(Employee) Years : 2015

■ Training and evaluate training.
 ■ Evaluate Training
 ■ Training

January							February							March							April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3	25	26	27	28	29	30	31	22	23	24	25	26	27	28	29	30	31	1	2	3	4
4	5	6	7	8	9	10	1	2	3	4	5	6	7	1	2	3	4	5	6	7	5	6	7	8	9	10	11
11	12	13	14	15	16	17	8	9	10	11	12	13	14	8	9	10	11	12	13	14	12	13	14	15	16	17	18
18	19	20	21	22	23	24	15	16	17	18	19	20	21	15	16	17	18	19	20	21	19	20	21	22	23	24	25
25	26	27	28	29	30	31	22	23	24	25	26	27	28	22	23	24	25	26	27	28	26	27	28	29	30	1	2
1	2	3	4	5	6	7	1	2	3	4	5	6	7	29	30	31	1	2	3	4	3	4	5	6	7	8	9

May							June							July							August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2	30	1	2	3	4	5	6	28	29	30	1	2	3	4	26	27	28	29	30	31	1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30	1	2	3	4	26	27	28	29	30	31	1	23	24	25	26	27	28	29
31	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8	30	31	1	2	3	4	5

September							October							November							December								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
30	31	1	2	3	4	5	27	28	29	30	1	2	3	23	24	25	26	27	28	29	30	31	29	30	1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12		
13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14	13	14	15	16	17	18	19		
20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21	20	21	22	23	24	25	26		
27	28	29	30	1	2	3	25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31	1	2		
4	5	6	7	8	9	10	1	2	3	4	5	6	7	29	30	1	2	3	4	5	3	4	5	6	7	8	9		

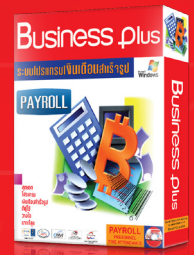
Capable to print and submit the report to Department of Labor immediately, Overall, there will be very useful for HR as following :

- Reduce the time for training course schedule.
- Reduce the time for searching curriculum by the category topics for each course.
- Be able to keep the record of training course efficiently. And easy to search information selected to develop a path of further progress.
- Reduce working time, there have enough time for employee's improvement.
- Be able to generate report for government agencies and internal report for organization.
- Be able to generate the report to the Department of Labor by submitting list of employee during the year that reported by the anonymous employee previously remitted.



Business plus

# EMPLOYEES RELATION SERVICE TRAINING



Emp. ID : 0475 Name : Mr.Boomma Demo Department : Human Resource Position : Human Resource Manager Sign Out

**Training Schedule**

Schedule Code: TR-001 [ Years : 2015 ] Course Category: Other  
 Course Type: Inhouse Training Training Type: Training  
 Name: FN-001 : Preparation of initial budget plan [ Round 1 ]  
 Objective: เพื่อให้ผู้เข้าอบรมสามารถจัดทำแผนงบประมาณประจำปีได้  
 Course Content:  
 Start Date: 11/05/2015 [ Time 10:00 ] End Date: 11/05/2015 [ Time 12:00 ]  
 Institute:  
 Location: All Seasons Gold Orchid Bangkok Hotel  
 Instructor: Mr.Satap Lecturer  
 Remark:  
 Schedule Status: Closed

**Training Cost Description**

Total Cost	2,000.00 THB
Total Rental Cost	2,500.00 THB
Total Cost for Trainer	2,000.00 THB
Total Other Expenses	500.00 THB
Total Actual Training Cost	7,000.00 THB
Remark	รวมค่าจ้างวิทยากร
Suggestion	

## 4. Employees

- Ease of use in case of any employees can connect to the system via using the internet.
- E-mail notification alert when close to the training program. The system will automatically send e-mail as HR set aside.
- Employees know the training schedule ahead of ourselves based on the calendar format, planning as consistency with the training schedule. And transmit all tasks continuously.
- Employees can weight their score satisfaction and determine the benefits from the training course to capitalize on further analysis such as Appropriate to send other employees to attend the course or not? Or need to change new institute or lecturer.
- Be able to recheck their own training record.

## 5. Trainer (Lecturer)

- Provide the evaluation system and keep record for each generation including rate cut by the score automatically.
- Keep the performance evaluation record after training course completed including rate cut by the score automatically.

Emp. ID : 0475 Name : Mr.Boomma Demo Department : Human Resource Position : Human Resource Manager Sign Out

**Evaluated by Trainer**

Schedule Code: TR-003 [ Years : 2015 ] Course Category: Service  
 Course Type: Inhouse Training Training Type: Training  
 Name: FN-002 : The preparation of the budget plan advanced [ Round 1 ]  
 Objective:  
 Course Content:  
 Start Date: 11/09/2015 [ Time 13:00 ] End Date: 11/09/2015 [ Time 15:00 ]  
 Institute:  
 Location:  
 Instructor: MissNuttarat Lecturer  
 Remark:  
 Schedule Status: Closed

**List of participants :**

Emp. ID	Name	Position	Evaluation Criteria	Scores	Duration(Hr.)	Evaluate Result	Certificate
1	Ms.Kaizaya Demo	Financial Officer	Excellent	100.00	3	✓	✓
2	Ms.Thanyarat Demo	Financial Officer	Excellent	100.00	3	✓	✓

Suggestion

## Benets Summary

- Reduce the evaluation forms via printing as hard copy. Employees can access to evaluate via the system.
- Reduce operating time because employees can check their training history record through the system.
- Be able to analyze the result of the employees' satisfaction and benefit from the training course with possibility that the course will be opened again or not? In order to meet the training requirement and reduce unnecessary cost.
- Determine to check the budget and expense comparison for each department. And plan for the next year period.
- Capable to compare training record history to measure with the KPI's organization to find out how to develop the potential of employees.
- Capable to use the training score to evaluate the effectiveness of the knowledge measurement, to measure whether appropriate or not ?.
- Applicable to meet the organization's requirement via solving the lack of qualified employees and support to the organization' s expansion.
- Applicable to satisfy the needs and problem from employees.
- Participants know what they will achieve from the training program which have the objective and benefit that gain from the training.

## Along with the analysis reports for both organization and government :

- Training evaluation Report for employees
- Training staff Report for employees
- Summary report for training budget and expenses
- Summary report for KPI's Training for employees
- Report for Department of Skill Development

## Basic Requirement of the program

- The system is based on Web Application can be used both intranet and internet.
- OS support Windows XP, Vista, Windows7 or upper
- Browser support Internet Explorer7 or upper, Mozilla Firefox 3.0 or upper.
- Database can connect SQL Server 2005 or upper
- Use with the Payroll system (Business Plus Payroll) Version 5.0 or upper.

MK01-67 04/01/59

Software Development by



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