



Features Guide

The First Modern Training Operations Manager Platform
TOM - Training Operations Manager (v1.8)

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.

Schedule Training Sessions with Ease:

TOM is built from the ground up to support the needs of modern L&D administrators with a powerful and intuitive calendar that enables the easy scheduling of training sessions, detection of conflicts and more.

- ✓ Create, edit and review training sessions in Daily, Weekly, Monthly, Yearly or Agenda views.
- ✓ Easily review overlapping sessions and detect instructor allocation conflicts.
- ✓ Dynamically filter per instructor or client and set placeholder sessions.
- ✓ Set non-working days and instructor leave, as well as compare a period per Instructor or Client.

Structure Training with Learning Paths:

TOM provides integrated capabilities for the creation, management and discovery of learning paths.

- ✓ Create Learning Paths with a structure of trainings.
- ✓ Automatically track completion of included trainings.
- ✓ Review participant progress for each learning path.
- ✓ Enable learners to discover learning paths per title, stream or covered skills.

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.
- ✓ Record 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 learning material.

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 access training instances and editions they participate in, including attendance-taking, uploading material and receiving assignment submissions.

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.
- ✓ Tracking of available and expended budget.

Receive and Manage Training Requests:

In many cases, effective L&D starts from the base. 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.
- ✓ Facilitate requests by assigning or creating training instances based on approved requests.

Monitor and Document Training Procurement:

TOM links every part of the training process, including procurement of proposals from vendors, contracts signed, and their realization through trainings, so you can monitor and document the entire training realization process through a single, unified system.

- ✓ Record training procurement cycles, including RFPs (Requests for Proposal) and vendor offers.
- ✓ Store the details of signed contracts and monitor their realization through trainings.
- ✓ Maintain the information of suppliers and associate them with trainings they have conducted.

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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