



**GRAND AVENUE SOFTWARE**  
solutions for collaborative intelligence

## Training Solution Highlights

- Define and manage training requirements:
  - Document driven training items.
  - Non-document based training items (ex: new hire training).
  - Profiles – collections of training requirements.
- Accommodate different types of training (Read-and-understand, Classroom, One-on-one, etc.)
- Create training requirements automatically for document revisions and deviations.
- Manage online training materials
- Send automatic alerts, notices and overdue reminders to users and managers.
- Monitor training status:
  - Company wide.
  - Departmental.
  - Individual User.
- Measure and track training effectiveness.
- Manage certification requirements.
- Schedule refresher training at selected time intervals.

**Incomplete Training**

Item ID	Training Required by Date	User Assigned to Complete
<input type="checkbox"/> Safety Training	2/11/2005	No
<input type="checkbox"/> Severe Weather Training	2/11/2005	No
<input type="checkbox"/> 3003, A (Test Procedure - Fundamental)	3/10/2005	Yes

Buttons: Mark Training Complete, Assign Users to Complete Own Training, Close

**Training Requirements**

Item ID	Training Item Type	
3003 (Test Procedure - Fundamental)	Document	Delete
All Employees	Training Profile	Delete

Buttons: Add Training Requirements, Add Document Training Requirements, Add Training Profiles

**Training History**

Item ID	Training Required by Date	Training Type	Completed Date	Completion Recorded By
<a href="#">Info</a> Bloodborne Pathogen Training	2/11/2005	Formal Training	2/7/2005	Training Coordinator - Schmitz, Ron (RonS)
<a href="#">Info</a> Quality System Training	2/11/2005	Formal Training	2/7/2005	Training Coordinator - Schmitz, Ron (RonS)

Screen Capture: Training Solution