

OrangeHRM Training Agenda

The training program is designed to fulfill your corporate needs while maintaining productivity and get all employees on the same wave length. We will show you how you can optimize the use OrangeHRM with real-world mission-specific examples. The two day program will cover following topics.

Day 01

Start @ 9:00 AM - 1st Session

Introduction

Chapter 01 - Administration

Setting up the System

Administrative User Rights

Mail Configuration

Chapter 02 - Users

Creating User Groups

Creating Admin and ESS Users

Supervisory Roles

Chapter 03 - Personnel Information Management

Data Import / Export

Creating User Profiles

Lunch Break 12:30 PM to 1:30 PM

2nd Session

Chapter 04 - Setting Up the Leave Module

Defining Days Off and Specific Holidays

Defining Leave Types and Rules (Rule Based Leave Engine)

Adding Leave Quota

Assigning Leave

Approving Leave

Generating Leave Reports

Chapter 05 - Time Management

Entering & Submitting Timesheets

Approving / Rejecting Timesheets

Punch In / Out

Generating Employee & Project Reports

Discussions

End of Day 01 - 5:00 PM

Day 02

Start @ 9:00 AM - 1st Session

Chapter 06 - Performance Evaluation

Adding Key performance Indicators

Adding Reviews

Performing & Submitting Reviews

Approving Reviews

Chapter 07 - Recruitment Management

Adding Job Vacancies

Configuring the Application Form

Shortlist & Scheduling Interviews

Request for Hiring Approvals

How to integrate with company website

Lunch Break 12:30 PM to 1:30 PM

2nd Session

Chapter 08 - Advance Reports

What type of reports does the senior management need?

Discuss about the day to day reports

Bradford factor and data mining

Chapter 09 - Add-ons

LDAP Configuration

Bulletin Board Configuration

Using the HR Hand Book

Chapter 10 - What are document templates?

What are the documents templates that HR needs to create? How to optimize the task

Example: Document templates are, if an employee needs to get a bank loan they need to get an official letter from the company saying that they are an employee at the company and what's their salary how long they have been with the company. These should be cane letters where we need to add the employee related data.

Discuss the Road Map

Recruitment via Social media integration. How to attract the best talent from facebook, Linked In, & Twitter? What is leave accrual engine? Do you need the feature? Analyze a case study and discuss the leanings.

Discussions

End of Day 02 - 5:00 PM

All participants will be provided with the necessary course material and will receive the following benefits.

Free theme and logo change to suit your company

Free data entry with OrangeHRM templates

25% discount for a customization

Customized content

Optional one on one consulting session (1 hrs)

Please confirm your participation at the earliest possible since we only have limited number of seats available.

For further details or for registration please contact:

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