

Q-Pulse®

Plan Training Events process

When planning the training and development events within your organisation, it is vitally important that such courses contribute towards addressing identified gaps in employee development plans. Without such an approach, training events are essentially a directionless and costly overhead to the organisation.

When developing our event planning capabilities in Q-Pulse, our objectives were to:

Category	Title	Category
Any	Q-Pulse Skills Upgrade	Quality, Health and Safety(Q-Pulse)
Location	Introduction to Q-Pulse	Quality, Health and Safety(Q-Pulse)
Any	Organisation-wide advancement through co...	Quality, Health and Safety(Q-Pulse)
Trainer	Essentials for the Q-Pulse Administrator	Quality, Health and Safety(Q-Pulse)
Any	Advanced Q-Pulse Administration Techniques	Quality, Health and Safety(Q-Pulse)
	Strategic Compliance Review	Quality, Health and Safety(Q-Pulse)
Keywords	Principles of effective CAPA Management	Quality, Health and Safety(Q-Pulse)
	Creating value through Auditing	Quality, Health and Safety(Q-Pulse)
	Streamlined Document Management	Quality, Health and Safety(Q-Pulse)
	Effective Change Control	Quality, Health and Safety(Q-Pulse)
	Online Essentials for the Q-Pulse Administrator	Quality, Health and Safety(Q-Pulse)
	Online introduction to Q-Pulse	Quality, Health and Safety(Q-Pulse)
	Q-Pulse Web Upgrade Service	Quality, Health and Safety(Q-Pulse)
	Q-Pulse Implementation Service	Quality, Health and Safety(Q-Pulse)
	DOC1 Company Laptop Usage Policy	Unclassified

- ensure that appropriate **staff members are aware of approaching training events**
- allow training event attendees to easily **access all details appropriate to the event** they are attending
- ensure that course plans are addressing **immediate and identified training needs**
- allow training courses to be **planned around the skills requirements of company job specifications**
- enable planned events to **contribute towards enhancing the competences of event attendees**

Q-Pulse achieves this by:

- **automatic email notification** when a training event is scheduled
- course details including attendees, location and duration all available on a **single, central record**
- **alerting training planners** of any employees whose training needs match a planned event
- **automatically updating** gaps in job specification **training needs** on event completion
- **cross-referencing planned events** against the desired competence levels of suggested attendees

The Q-Pulse solution meets each of the above objectives and in addition:

- **ensures the real-time communication** of all compliance actions throughout the organisation
- **provides watertight security** – restricting or providing access to the actions appropriate to each individual user
- **is easily deployed** – one window providing point of reference across the complete compliance management system.
- **is easy to use** – one click away from accessing your compliance management tasks

