

## CIPHR Training Familiarisation

This one day course is recommended for new users of the CIPHR Training module, who already have expertise in the use of CIPHR People. It will provide users with a comprehensive working knowledge in the day to day use of the CIPHR Training module.

### PRECONDITIONS

Delegates must have attended a CIPHR People Familiarisation event.

### GOALS

Delegates should complete the course with:

- A broad understanding of the CIPHR Training module.
- The ability to manoeuvre around the product.
- An understanding of the budgets and costings options within CIPHR Training
- An ability to enter data and produce standard training reports.
- The ability to produce documents, such as Joining Instructions and Course Outlines.

### COURSE CONTENT

The CIPHR Training Familiarisation course will cover:

- CIPHR navigation - how to move around the product.
- An understanding of Training Courses and Training Events.
- The use of existing Actions.
- Entering Course Evaluation.
- Practical examples to illustrate product functionality.
- Use of the subset screen for selecting groups of records.
- Production of standard training reports.
- Recording and administering Events.
- Use of the Event Planner.
- Integration with word processing and spreadsheet software.
- Letter production and mail merge.

The setting up of Actions, Evaluation Questions and Budgets is covered on the CIPHR Training for System Managers course. This separate one day event should be attended by at least one member of the organisation. Please ask for the appropriate course outline.

Please note that this outline represents the topics which are usually covered on this event. The actual course work may be adjusted to suit the individual needs of the delegates.

The training will be conducted on the latest version of the product. If any differences exist between this and previous versions, these will be highlighted by the trainer.

### TO REGISTER...

To register for this course or if you would like more information about this and other courses, please contact the training centre



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Training Centre, Computers In Personnel Ltd. Abbey House, 28-30 Chapel Street, Marlow, Bucks, SL7 1DD

Tel +44(0) 1628 814010 Fax +44 (0) 870 366 2346

Email [training@CIPHR.com](mailto:training@CIPHR.com) [www.ComputersInPersonnelhr.com](http://www.ComputersInPersonnelhr.com)

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