

CIPHR Training for System Managers

This one-day course is recommended for users who are responsible for managing the CIPHR Training module. The delegate may either be a System Manager or an IT professional, who will be responsible for supporting the system and monitoring the overall set up and use of the CIPHR Training software.

PRECONDITIONS

Delegates must have attended a CIPHR Training Familiarisation event.

GOALS

Delegates should complete the course with:

- An in depth knowledge of the Code Table area and its functions.
- An understanding of budgets and costing options within CIPHR Training.
- The ability to create and administer Actions.
- The ability to set up course evaluation questions.
- An understanding of Tasks and Processes.

COURSE CONTENT

The CIPHR Training for System Managers course will cover:

- Navigation within the Code Tables area.
- An understanding of Training Courses and Training Events.
- The creation of actions.
- The creation of course evaluation questions.
- Practical examples to illustrate product functionality.
- Use of the Copy to Subset function in training administration.
- Production of standard training reports and the use of offsets in those reports
- Recording and administering Events.
- Administering correspondence.
- Creating Tasks and Processes.

Please note that 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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