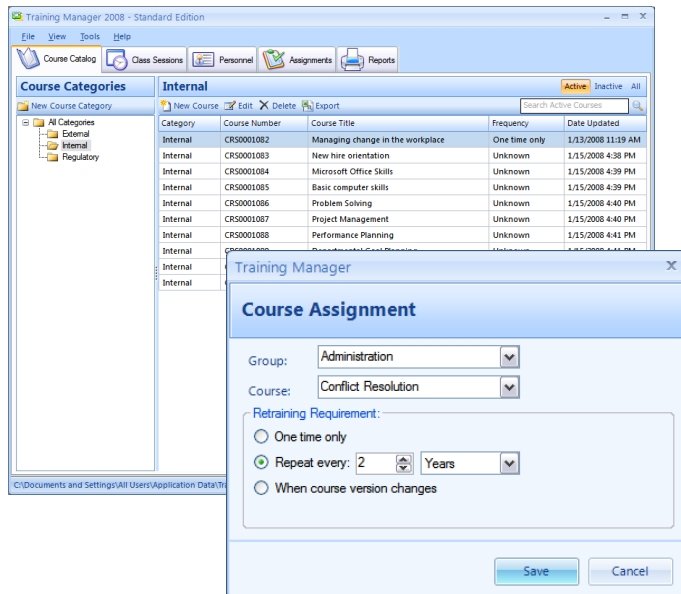




TRAINING MANAGER

Training Records Management Software



Track and Manage:

- Course Information
- Class Sessions
- Training Hours
- Personnel
- Assignments
- Course Versions
- Related Documents

Report On:

- Required Training
- Completed Training
- Overdue and Upcoming Training

Introducing Training Manager

Training Manager is an easy-to-use database for tracking employee training and requirements. The interface provides a familiar “Microsoft Outlook” look-and-feel that many users are already comfortable with.

Training Manager provides a central repository for storing and retrieving your training records, allowing you to quickly provide transcripts and training compliance reports for individuals, groups, or your entire company without searching through spreadsheets and paperwork.

Training Manager is designed to work “out of the box” with very little configuration required. The Standard Edition is designed for use on a single workstation, while the Enterprise Edition allows multiple people to share and use the database at the same time.

Training Manager is competitively priced and used around the world. A free trial version is available on the website and can be set up in minutes so you can try the full functionality of the software.



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How It Works

Training Record Administrators define assignments based on job role, group, or individual. New personnel entered in the system automatically inherit the training requirements for the job role and group which they belong to.

Training Manager compares the Training Assignments to the Training Transcript to produce a Training Status Report. This report allows Managers to quickly assess the training compliance for individuals, groups, or the entire company.

Training Assignments

Assign To:

- Group
- Job Role
- Individual

Frequency:

- One time only
- Repeat every X months/years, etc.
- Repeat when version changes

Training Transcript

Complete history of training including:

- Completed Training
- Cancelled Training
- Failed Training
- No Shows

Training Status Report

Summary Training Compliance (percentage) and line item break down

- Filter by group or individual
- Filter by course
- Highlight overdue or upcoming training assignments.



Training Records Management Software

Features and Benefits at a Glance

Features:

- Track course information including version history and related documents.
- Schedule Class Sessions and send email reminders for upcoming training.
- Export reports in a variety of formats to send to managers or individuals.
- Print class rosters for students to sign and trainers to return for confirmation of attendance.

Benefits:

- Provides training compliance reports for individuals, groups, or the entire company at the press of a button.
- Enables training administrators to easily track and manage course information, training requirements, class sessions, and training status.
- Provides reports for managers to help plan training for their direct reports.

Training Manager Licensing

Training Manager licenses may be purchased online with a credit card, bank transfer, or a company purchase order. The license key is delivered via email and unlocks the 10 record limitation of the trial.

Training Manager licenses include free minor upgrades for the life of the version and major upgrades for one year. Upgrading is voluntary and not required to continue using the version of the software that has been purchased.

Support by email is available free for both trial and licensed users (see additional support information in the next section).

Kaizen Software Solutions also offers upgrades from the Standard Edition to the Enterprise Edition for the difference in price.

Product	Number of users	Price in USD*
Training Manager Standard Edition	Single User Workstation	\$495
Training Manager Enterprise Edition	Unlimited Users on Network	\$995

*Prices in EUR and other currencies based on the exchange rate at the time of purchase.



TRAINING MANAGER

Training Records Management Software

Training Manager Support

All Training Manager support is available free by email. Additional paid support by telephone is not available at this time. This support model allows our customers around the globe to reach an appropriate expert for their specific technical, sales, or customer service question without wading through multiple levels of support and call backs.

Support tickets may be submitted through the website at www.kzsoftware.com

About Kaizen Software Solutions

Kaizen Software Solutions is a privately held software company specializing in database tracking software for business. Founded in 2003, Kaizen Software Solutions has been operating in Fremont, CA and providing the following software products to businesses around the globe:

- Training Manager – software to track employee training.
- Asset Manager – software to track fixed assets.
- Vehicle Manager – software to track vehicle/fleet maintenance.

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Learn more about Training Manager on Kaizen Software Solution's website at:

www.kzsoftware.com