

Overview Video

https://www.youtube.com/embed/_W_UVOzWvc8

Step-by-Step Tutorial Guide

Overview

This tutorial explains how to use and manage the Training & Development module in TankhaPay. The walkthrough covers:

- Accessing the Training & Development module
- Creating training programs
- Assigning training to employees
- Managing learning content
- Tracking employee progress
- Monitoring training completion
- Generating training reports

Step 1: Open the Training & Development Module

1. Log in to the TankhaPay dashboard.
2. From the left-side navigation panel, locate **Training & Development**.
3. Click on **Training & Development** to open the module.
4. The dashboard displays training management options and learning records.

This section helps organizations manage employee learning, skill development, and training programs from a centralized platform.

Step 2: View Existing Training Programs

1. On the dashboard, review available training programs.
2. The training list may display:
 - Training Name
 - Training Category
 - Assigned Employees
 - Duration
 - Training Status
 - Completion Percentage
3. Use filters or search options to locate specific programs.

This helps HR and managers monitor organizational training activities.

Step 3: Create a New Training Program

1. Click on **Create Training** or **Add Program**.
2. Enter training details.
3. Fill in fields such as:
 - Training Title
 - Description
 - Training Category
 - Duration
 - Trainer Name
 - Start Date
 - End Date
4. Save the training program.

This step helps organizations structure employee learning initiatives.

Step 4: Upload Training Materials

1. Open the training content section.
2. Upload learning materials such as:
 - PDF Documents
 - Videos
 - Presentations
 - Training Manuals
 - Assignments
3. Save uploaded content.

Training resources help employees access learning materials in one place.

Step 5: Assign Training to Employees

1. Navigate to the employee assignment section.
2. Select employees based on:
 - Department
 - Designation
 - Branch
 - Employee Group
 - Individual Employees
3. Assign the training program.

Targeted training assignments help organizations deliver role-specific learning.

Step 6: Schedule Training Sessions

1. Configure training schedules.
2. Select:
 - Training Date
 - Time
 - Session Duration
 - Mode of Training
3. Training modes may include:
 - Online
 - Offline
 - Hybrid
4. Save the schedule.

Scheduling helps employees plan and attend training sessions efficiently.

Step 7: Monitor Employee Training Progress

1. Open the progress tracking section.
2. Review employee learning activity.
3. Progress information may include:
 - Modules Completed
 - Pending Sessions
 - Assessment Scores
 - Attendance Status
 - Completion Percentage
4. Monitor learning performance in real time.

This helps organizations track employee development effectively.

Step 8: Manage Assessments and Evaluations

1. Navigate to the assessment section.
2. Create or review employee evaluations.
3. Assessments may include:
 - Quizzes
 - Assignments
 - Feedback Forms
 - Certification Tests
4. Review employee performance results.

Assessments help measure employee learning outcomes.

Step 9: Track Training Completion Status

1. Review employee training completion records.
2. Status indicators may include:
 - Not Started
 - In Progress
 - Completed
 - Certified
3. Verify completion timelines and participation.

Completion tracking helps organizations monitor training effectiveness.

Step 10: Generate Training Reports

1. Navigate to the reports section.
2. Select the required training report.
3. Apply filters such as:
 - Department
 - Training Program
 - Employee Name
 - Completion Status
 - Date Range
4. Generate the report.

5. Export reports in available formats.

Training reports help management review organizational learning performance.

Step 11: Access Training History and Records

1. Open historical training records.
2. Review:
 - Past Training Programs
 - Employee Participation
 - Certification Records
 - Assessment Results
3. Search records using filters when required.

Historical training records help maintain employee development documentation.

Key Benefits of the Training & Development Module

- Centralized training management
- Structured employee learning programs
- Easy training assignment and scheduling
- Real-time progress tracking
- Assessment and certification management
- Improved employee skill development
- Better workforce learning analytics

End of Tutorial

You have now completed the walkthrough of the TankhaPay Training & Development module.

The Training & Development module helps organizations efficiently manage employee learning, training programs, assessments, certifications, and workforce skill development through a

centralized learning management system.

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