

Chapter 1: Introduction to Event Scheduling

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Overview of Event Scheduling

The **Event Scheduling** module sits at the operational centre of how structured learning, training, and development activities are delivered within an organisation.

“ While other modules in the system define *what* needs to happen, **Event Scheduling** is responsible for *making it happen in practice* by coordinating people, resources, and timelines in a controlled, trackable way.

Event Scheduling is designed to manage the full lifecycle of events, including:

- training sessions,
- workshops,
- onboarding programmes, and
- assessments.

It enables administrators to **configure** foundational data, **create** and schedule events, **assign** facilitators, **manage** bookings, and **track** attendance and completion outcomes.

What distinguishes it from a simple calendar tool is its integration with organisational structures. Events are linked to **people groups**, **approval workflows**, **costing structures**, and **learning records**, ensuring that each event is not only scheduled but also governed, measured, and aligned with business objectives.

Event Scheduling serves as the **bridge between strategy and execution** within the HR ecosystem. It connects:

- **strategic intent** (performance and compliance requirements),
- **structured learning design** (learning management), and
- **operational delivery** (actual events and attendance).

Let's see how it fits into the employee development lifecycle.



Role in the employee development lifecycle

Within the employee development lifecycle, **Event Scheduling** serves as the **execution layer**.

- **Identify needs:**
 - Skills gaps and development requirements are typically identified through performance reviews, compliance requirements, or strategic initiatives.
- **Define learning interventions:**
 - Learning programmes or training interventions are designed and structured, often within a Learning Management context.
- **Deliver learning:**
 - This is where **Event Scheduling** becomes critical. It translates planned interventions into scheduled sessions with defined attendees, facilitators, and logistics.
- **Track participation and outcomes:**
 - Attendance, completion status, and competency are recorded and fed back into employee records.
- **Evaluate and improve:**
 - Event data supports reporting, helping to refine future development initiatives.

Without **Event Scheduling**, there is a gap between planning and delivery, making it difficult to ensure that development activities take place and are properly tracked. So, how does it integrate with the rest of the SignifyHR system? Let us take a look.

How it connects to other modules

Learning Management

The **Learning Management** module specifies training content, curricula, and learning pathways. **Event Scheduling** implements these by:

- Scheduling instructor-led or blended learning sessions
- Linking events to training interventions
- Recording attendance and completion as learning records

“ **Learning Management** answers *what should be learned*, while **Event Scheduling** answers *when, where, and by whom it is delivered*.

For more information, visit our book on the [Learning Management](#) module.

Performance Management

Performance Management identifies development needs through appraisals, goals, and feedback. **Event Scheduling** supports this by:

- Enabling targeted training for underperformance or growth areas
- Assigning employees to relevant events based on performance outcomes
- Providing completion and competency data to feed back into performance reviews

For more information, visit our book on the [Performance Management](#) module.

People Management

The **People Management** module provides the structural data, such as employees, reporting lines, and permissions. **Event Scheduling** uses this by:

- Assigning attendees using people groups or organisational criteria
- Enabling manager approval workflows for event bookings
- Linking facilitators, coordinators, and attendees to real employee profiles

For more information, visit our book on the [People Management](#) module.

Purpose of the Module

The **Event Scheduling** module can be used as the backbone of a company's learning and development strategy. Instead of managing training informally, organisations can formalise everything from **course planning** to **attendance tracking** and **competency outcomes**. HR or employee development teams can schedule recurring programmes, segment employees into targeted groups, and monitor completion and competence levels. This allows companies to:

- Identify **skills gaps**,
- Ensure **compliance training** is completed, and
- Build a more measurable and accountable approach to **employee development**.

Beyond training, the module can serve as a central **coordination** tool for structured **events**, such as workshops, onboarding sessions, or internal initiatives. Companies can manage **venues**, **facilitators**, **approvals**, and **attendance** in one place, reducing administrative overhead and duplication. Booking workflows, waitlists, and capacity limits help organisations optimise **resource allocation**, prevent overbooking, and ensure the right people attend the right events at the right time.

Moreover, the **Event Scheduling** module enables organisations to move from fragmented event management to a **data-driven** model. With **centralised records** of attendance, costs, and completion status, companies gain visibility into participation trends and return on investment. Leaders can **assess** which programmes are effective, which are underutilised, and where improvements are needed. Over time, this supports better **decision-making**, more efficient **budgeting**, and stronger **alignment** between events and business objectives.

Key Features of the Module



Event management

Event creation and administration

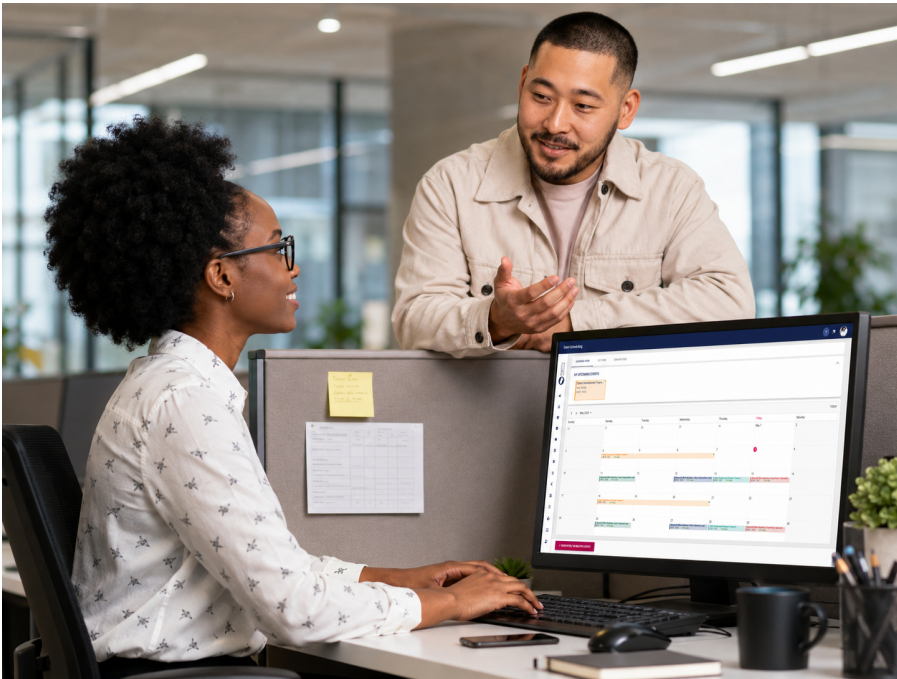
- Events can be linked to **training interventions** or free-text entries.
- **Coordinators, facilitators, and training providers** can be assigned to specific events.
 - For more information on these roles, see the [Administrator, Coordinator, and Facilitator Roles](#).
- Events can consist of **multiple sessions**, including multi-day events.
 - Attendance is recorded per session.
 - Sessions can be copied to multiple days.
- Both **in-person** and **virtual events** can be created and managed.
- Events can be **edited** after they have been created.

Attendee management and booking control

- Event attendees can be added **individually** or using pre-defined **people groups**.
- **Workflows** can be set up to assist with **event registrations** and **approvals**.
 - Integration with HR process workflows for approvals.
 - Manager-based or administrator-based approval flows.
 - Alignment with reporting lines for decision-making.
- Participation is easily managed through **attendee limits, waitlists, and booking deadlines**.
 - Easily add additional attendees, even after an event has been created.

Calendar integration and self-service functionality

- A **calendar view** of all scheduled events allows users to stay up to date on upcoming events.
- The **self-service booking** interface, using a calendar, allows attendees to sign up for events.
- Events can be configured to determine who can **view** and **book** them.
- Attendees can easily log their attendance by scanning unique **QR codes**.



Record-keeping and reporting

Costing and financial tracking

- **Cost structures** can be linked to events to ensure efficient budgeting.
 - Resource allocation is optimised, and the administrative burden is lightened.
- Event administrators can **allocate costs** per attendee or distribute them across attendees.
- Billing details, invoice references, and payment status are recorded to support better decision-making.

Attendance and completion tracking

- **Attendance** can be recorded per session, with multiple status options.
- Attendees' progress is tracked in terms of **overall completion** and **competency** outcomes.
- The module supports partial and final attendance **updates**.
 - Attendance data can be edited and updated to maintain data integrity.
- Attendance registers can be **exported** for reporting, ensuring an accountable approach to employee development.
 - Historical attendance records are easily accessible.
 - Full audit trails of attendee participation are kept for compliance and reporting purposes.

