

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 as a central coordination tool for:

- 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, how, 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.

