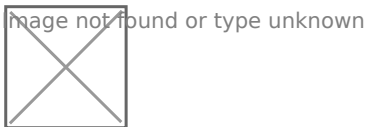


Employee Development

In this section, the focus is on an employee's development in terms of training, training records, performance management history, development plans and professional profile.

Navigation from the Home Page:

- System **Administration** | **Modules** | **Manage Employees** to open the Employee List screen.
- When the screen is opened, the page will be empty i.e. no employee records will be displayed.
- Click Search to display matching employee records.
- Click on the **Action** | **View/Edit** link OR click on the employee record to access the employee's record.
- Once a record is selected, find the **Employee Development** link on the left side menu bar as shown below.



Career Conversation

The Career Conversation Module is a “lighter” version of Performance Management that focuses on a conversation between the employee and his manager. The employee's role profile is discussed and the main focus is on the key performance areas, key performance indicators and competencies. These KPA's, KPI's and Competencies are marked as Start, Stop and Continue and all items selected with an output of Start and Stop will form part of the employee's Action Plan.

Refer to the Career Conversation Training Manual for more information.

Talent Assessment

The information on this screen is displayed as part of an employee's Talent Management process. Both employee and manager can see the detail but only the employee would have access to any documentation uploaded here. The information contained here is of a personal and confidential

nature. Only trained and accredited personnel may have access to it. Caution should be exercised in using the information. For further information on their Talent Assessment Information employees should contact a Psychologist/ Psychometrist in HR.

In order to better understand your workforce, to know where to focus your training initiatives or if the correct talent distribution of personnel is available for a particular project it is necessary to have some grasp of the talents and potential in your organisation. This section enables you to graphically plot an employee's talent rating using a talent matrix.

Refer to the Talent Management Training Manual for more information.

Assessment List

Assessment List provides a list of Online Assessments attempted by the employee.

Learner Detail

This page is configurable to suit a company's purposes.

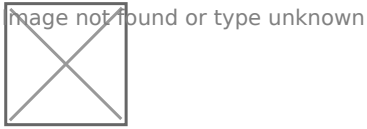
- Track the status of employees against a list of values:
 - 9 Check boxes
 - 8 Date boxes
 - 4 Text boxes
 - 2 Memo boxes
- The labels of these items can be changed using the data dictionary - per system, not per schema.

Learner Records

Provides a view of employees training and qualification history.

- Capture training, unit standards, skills programmes, learnerships, qualifications on individual learner records.
- Allow for batch capturing of training records to multiple employees.
- Print Training and qualification records for individual employees.
- Search by Title/Provider within a person's learner record
- Option to see summary or full view of learner record
- Categories covered are: Training, Qualifications, Unit standards

Refer to the Learner Records section for more detail.



Performance Management

Performance Management (PM) is the process that identifies, evaluates, develops and monitors employee performance in order to ensure that

- the company/department's mission and objectives are achieved;
- the company/department's values are practiced;
- the employees benefit by knowing what their expectations are and get recognition for their efforts;
- feedback on employee performance is provided, training and development approach is improved and career planning is furthered.

Refer to the Performance Management Training Manual for more information.

PDP (Personal Development Plan)

Personal Development Planning is the process of creating an action plan based on goal-setting and planning for personal development within the context of a career, education or for self-improvement.

The PDP, also called an IDP (Individual Development Plan) or a PEP (Personal Enterprise Plan), usually includes a statement of one's aspirations, strengths or competencies, education and training, and stages or steps to indicate how the plan is to be realized. Personal development plans may also include a statement of one's career and lifestyle priorities, career positioning, analysis of opportunities and risks, and alternative plans.

Refer to the PDP Training Manual for more information.

Search for the Appropriate PDP

Description

Period

PDP 2017

Between Start Date

And End Date

Search

Clear

List of Personal Development Plans

Schema	Description	Start Date	End Date	Approved By PDP Main Approval	Approved By PDP Secondary Approval	Approved By Administrator	Archived	Preview	Edit	Delete
Signify Software	PDP 2017	2016/01/01	2099/12/31			✓				

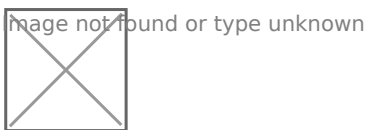
Add

Delete

Professional Membership

Provides an option to add professional associations for an employee using the following fields:

- Membership Type
- Institute
- Membership Number
- Registration Date
- Expiry Date



Training Roles

Training roles are used as an indicator or definition of what training an employee is required to undergo regarding a specific subject matter area.

This implies that every training role can be linked to different training courses and an employee's progress on the required courses can then be monitored. This requires configuration from Signify.

Strengths and Weaknesses

The purpose with this section is to allow drafting a list of the strengths and weaknesses an employee exhibits. How it is actually used is up to the client. The section consists of one page with two tabs on which the respective strengths and weaknesses can be recorded.

Image not found or type unknown



Notes

The notes made here do not have dates or responsible people linked to them. They are only representative of the thoughts of an employee's superiors regarding his personal development. The page can be used for capturing notes of any kind.

Revision #3

Created 27 March 2021 12:10:42 by Lizette Lotter

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