How to Create Master Data and Configure the PDP Module

In the previous articles we have learned how an Employee, Manager and Administrator work with the PDP module.

In this article we will learn how to create the PDP master data and how to configure the PDP module.

How did I get here?

- *From the portal, click - System Administration | Personal Development Plan*

What to expect in this section?

- Where to maintain administration and master data and how to configure the PDP module.

Accessing the PDP Administration information and Master Data

To get to the **PDP Administration** and **Master Data** screens:

- Open the Signify HR Portal.
- From the **Administration** menu select **System Administration**.

Accessing the PDP Administration information and Master Data

How to access the Administration and Master Data information

From the main menu select **Modules | Personal Development Plan**.

How to access the Administration and Master Data information

How to Maintain the Administration Information

The following information is available under the Administration menu and will be discussed in the next articles:

- Company Training Intervention List
- In-Dealer Training Requirements
- Additional Courses offered by my learning provider

How to Maintain the Administration Information

Company Training Interventions List

A list of training interventions required by a company. The courses listed here can be set as mandatory on an employee's PDP. Select the training activity you want to edit click **Add** to create a new company training activity.

Company Training Interventions List

How to Add/Edit Company Training Interventions

The following information is available creating/editing the training interventions required by the company. Enter the applicable information and **Save**.

How to Add/Edit Company Training Interventions

How to Add/Editt the In-Dealer Training Requirements

A list of training interventions required by a dealer/branch/division specifically. This section is optional for most companies. Select the training activity you want to edit click **Add** to create a new

training activity.

How to Add/Editt the In-Dealer Training Requirements

How to access and setup the Additional Courses

A list of courses that will be available for selection under the Additional Courses section on a PDP. Courses are selected from the standard Training Intervention library. If a course is selected, only those courses will be available for selection on the PDP. If no course(s) are selected then all courses from the standard Training Intervention library will be available.

Add an additional course by clicking on **Add** and select an intervention from the Intervention Library. An additional course can also be deleted from the list.

How to access and setup the Additional Courses

Master Data

Category

List of the PDP categories.

Category

Period

List of periods for which PDPs can be created. One of these will be the current active period e.g. 2015.

Period

Training Category

List of Training Categories e.g. Training linked to Qualification.

Training Category

Development Priority

List of Development Priorities e.g. Priority 1, High, Medium etc.

Development Priority

Development Reason

List of reasons why certain training is recommended e.g. Career Opportunities.

Development Reason

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