**iHRIS Training Program**

***Note: This is a suggested training program agenda for iHRIS Manage that can be modified to fit specific training needs.***

| **DAY ONE** | |
| --- | --- |
| **MORNING SESSION** | Registration  Welcome and introductions  Participants’ expectations  Objectives/expected outputs of iHRIS training  Selection of leaders (logistics, timing, etc.)  Group photograph  Starting and closing the computer, web browser, and iHRIS |
| BREAK | |
| **MID-MORNING SESSION** | iHRIS overview [In this overview show a global perspective of iHRIS, its modules, primary stakeholders relevant in the country, iHRIS in other countries, success stories and challenges in other countries]  Adding and managing persons/records in iHRIS |
| LUNCH | |
| **AFTERNOON SESSION** | Searching and editing person records  Editing and uploading photos  Day’s evaluation |
| **DAY TWO** | |
| **MORNING SESSION** | Feedback on yesterday’s evaluation  Creating, changing, and assigning positions |
| BREAK | |
| **MID-MORNING SESSION** | Reports (staff lists, retirement, registration status, salary report, health facilities, etc.) |
| LUNCH | |
| **AFTERNOON SESSION** | Discussing HR data flow, tools, and reports in use in the organization  Suggesting reports and corresponding fields  Day’s evaluation and assignment—data sharing and obstacles |
| **DAY THREE** | |
| **MORNING SESSION** | Feedback on yesterday’s evaluation  Problem-solving (based on evaluation)  Discussion of user access; creating and assigning user accounts |
| BREAK | |
| **MID-MORNING SESSION** | Administrating database dropdown lists |
| LUNCH | |
| **AFTERNOON SESSION** | Creating staffing norms  Day’s evaluation |
| **DAY FOUR** | |
| **MORNING SESSION** | Feedback on yesterday’s evaluation  Problem-solving (based on evaluation) |
| BREAK | |
| **MID-MORNING SESSION** | Reports generation  iHRIS for evidenced-based decision making—challenges and strategies for improvement  Discussion and questions |
| LUNCH | |
| **AFTERNOON SESSION** | Viewing, exporting, and printing reports  Integrating iHRIS data and charts into reports  Day’s evaluation |
| **DAY FIVE** | |
| **MORNING SESSION** | Feedback on yesterday’s evaluation  iHRIS Community- How to join, how to contribute, how to benefit  Problem-solving (based on evaluation)  Groups present the different iHRIS functions |
| BREAK | |
| **MID-MORNING SESSION** | Integration with other systems  Discussion of iHRIS management and usage  Data quality and good HR management practices  Oral feedback from participants  Way forward  Closing of training |
| LUNCH | |
| **AFTERNOON SESSION** | Working on different organizations’ computers |

**iHRIS Pre-training Evaluation Form**

**Please fill in your organization and position.**

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Current Knowledge** | **Response** |
| --- | --- |
| **What do you know about HRIS?** |  |
| **When did you hear about iHRIS?** |  |
| **Where did you hear about iHRIS?** |  |
| **Why have you attended the iHRIS training?** |  |
| **How do you think iHRIS will help you in your day-to-day work?** |  |
| **General Comments** |  |

*Thank you for taking the time to complete this questionnaire.*

**iHRIS Daily Training Assessment Form**

| **Knowledge** | **Response** |
| --- | --- |
| **What are the top 3 things you have learned from today’s training?** | 1.  2.  3. |
| **What difficulties have you faced during training today?** |  |
| **What are the 3 things you have learned today that need to be repeated?** | 1.  2.  3. |
| **What did you like about the training?** |  |
| **What aspects of the training could be improved?** |  |
| **How can the training be improved?** |  |
| **Evaluate the trainers** | 1. Excellent 2) Good 3) Average 4) Poor 5) Very poor   🔿 🔿 🔿 🔿 🔿  Comments |
| **Any other comments?** |  |

*Thank you for taking the time to complete this assessment form.*

**Individual iHRIS Skills Evaluation Form**

***(To be administered by the trainer)***

**Please use the following criteria to evaluate iHRIS skills of the individuals trained.**

**Good=3, Moderate=2, Poor=1**

**Organization: Date:**

|  | **Evaluation Area** |
| --- | --- |
| **Qtn1** | Knowledge of basic computer usage |
| **Qtn2** | Ability to access, log in, and enter data into iHRIS |
| **Qtn3** | Ability to search and edit people by name/position |
| **Qtn4** | Overall understanding of iHRIS functionality |
| **Qtn5** | Active involvement |

| **Name** | **Title** | **Qtn1** | **Qtn2** | **Qtn3** | **Qtn4** | **Qtn5** | **Qtn6** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Last name, First name** | HRManager |  |  |  |  |  |  |
| **Add rows as needed for each participant** |  |  |  |  |  |  |  |
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**iHRIS End-of-Training Evaluation Form**

**Please use the following criteria to evaluate the training.**

**Very Good=4, Good=3, Average=2, Poor=1**

| **Evaluation Area** | **Rating (1,2,3,4)** |
| --- | --- |
| **Overall Presentation Style** |  |
| **Training Content (in terms of relevance and clarity)** |  |
| **Training Materials (sufficiency, data content)** |  |
| **Training Venue (comfortable, suitability, convenience)** |  |

| **Knowledge Obtained** | **Response** |
| --- | --- |
| **What are the top 5 things you have learned from the Training?** | **1.**  **2.**  **3.**  **4.**  **5.** |
| **How can iHRIS be improved for your daily operations?** |  |
| **How comfortable are you in using iHRIS?** |  |

|  |  |
| --- | --- |
| **General Comments** |  |

*Thank you for taking the time to complete this questionnaire.*

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*having successfully completed a training workshop on:*

**iHRIS User Training**

*is awarded to:*

**Certificate of Participation**