

# On the Job Training Management System



## System Description

A properly trained workforce is key to any successful business. The On The Job Training Management System provides employers with a mechanism to ensure all associates have received proper training. Typical applications include safety training, standardized work, certifications, and orientation. The system also manages communication of process, quality, safety, and material alerts and verifies associates have reviewed them.

## System Benefits

- Documents all training activities.
- Highlights deficiencies in cross training
- Ensures only qualified associates are performing any given function
- Provides reminders for training or certifications that must be renewed

## Standard Reporting

- Email notification of upcoming training requirements
- Display of qualified associates by function or area.
- Reporting of training by employee



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