Overview of the SOLABS QM10 Training Section and Strategies for Use at your Company

Highlights of the SOLABS QM 10 TRAINING Section

A Curriculum is created to contain one or more Training Activities.

- Training Activities can be created for documents, classroom training, on-the-job training, external events, and any other needs.

- Related Items can be linked to Training Activities – such as reference information.

- Training Activities can be set to require only User Confirmation or can be set to also require a Second Confirmation from an Administrator, Trainer or Manager.

- Training Activities can be set to require a passing grade – either from a linked assessment or from an online assessment created in Questionmark OnDemand (a product of our partner QuestionMark).

When a SOLABS QM 10 Document – such as an SOP – is linked to the Curriculum as the "Curriculum Document" the Training Activities associated with that Curriculum can then be set for Recurrence whenever that main "Curriculum Document" is revised.

- When the document is revised, the updated Curriculum and Training Activities are automatically created and assigned to Users.
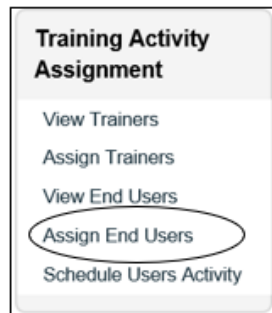
Assignment

Assigning Users to a Training Activity

Training Activities are assigned to Users either directly or through a link to a Function Role that is assigned to the User.

- All completed assignments are included on a Training History Report.   Some Training Compliance Reports measure compliance based on the requirements of the assigned Function Role.

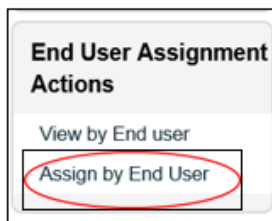Training assignments can be made in two different ways.

- From within the Training Activity – useful when assigning a new Training Activity to existing personnel.

Training Activity Assignment

View Trainers

Assign Trainers

View End Users

Assign End Users

Schedule Users Activity

Here we assign multiple Users to one Training Activity

- Using Training Administration Menu

End User Assignment Actions

View by End user

Assign by End User

Here we assign multiple Training Activities to one User
This is useful for employee onboarding or responsibility changes.

Things to Consider When Configuring the TRAINING Section

The TRAINING Section in SOLABS QM 10 can be configured in different ways to meet different needs. Some thought is required ahead of time to determine the best approach.

What types of training activities do you have at your company?

- *Self-paced reading of documents, Classroom Training, External Training Requirements, On-the-Job Training, etc.*

When documents are assigned as training requirements, are related classes or OJT assigned as well?

- *If so, are those related activities required by the same people? Do they need to recur every time document is revised or just once? Do they need to be available for new hires in the future?*

How do you assign training activities at your company?

- *By person? By Job Title? By Function/Task?*

- *Do you have company or departmental training requirements?*

What types of reports would you like to monitor training activities or compliance?

Based on your answers to some of these questions your Solabs Product Specialist can work with you to suggest an approach that will work best for your company.