

goTNA User Manual

TRAINING PROVIDER ACCESS

For goTNA Version 1.0

March 2011



CONTENTS

1. Before You Begin.....	3
Trademark and Licenses	3
2. System Access Mode.....	3
3. Introduction to goTNA Cycle.....	4
4. System Navigation	6
Training Provider Access Mode.....	6
User Information.....	6
Top Menu.....	6
Bottom Menu.....	6
Left Menu.....	7
Change Theme Menu.....	7
5. Training	8
Training	8
Training Calendar	8
Training List	9
Training Detail.....	9
Training Participant.....	10
Training Material.....	10
6. Profile.....	11
Profile	11
Company Profile.....	11
Trainer.....	12
Course	12
7. Password	13
Password	13
Change Password.....	13
8. Feedback	14
Feedback	14
Feedback Form.....	14
Previous Feedback	14
9. Change Theme	15
Change Theme	15
Gold Theme.....	15
Purple Theme.....	15
Black & White Theme.....	16
Blue Theme	16
Shade Theme	16

1. BEFORE YOU BEGIN

TRADEMARK AND LICENSES

goTNA is a registered trademark and you may use this product subject to the terms and conditions by Strategic Corporate Alliance Sdn Bhd.

The goTNA software included within this product is subject to Software End User License Agreement (EULA) which is signed upon purchase of the software.







Please visit our website at www.gotna.com or contact our commercial representative for further information.

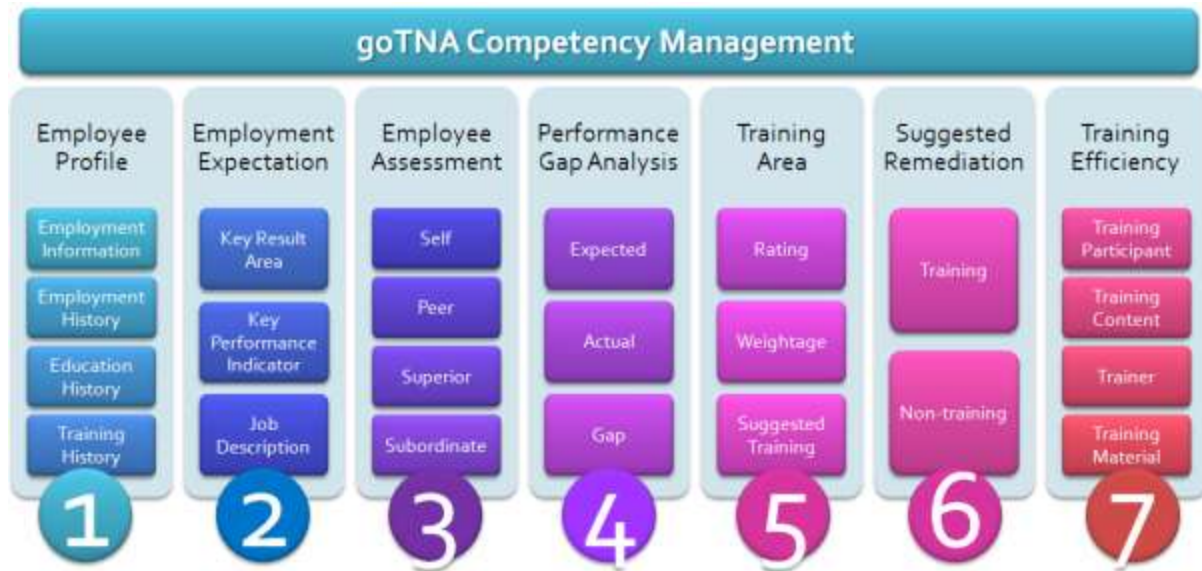
2. SYSTEM ACCESS MODE

The system is accessible through three different modes:

No	Mode	Remark
1.	HR Access Suggested link: http://www.website.com/hr <u>Note:</u> the actual link may be different depending on the installation.	This access is limited to HR only. Each user that can have access to this mode should be assigned with unique Username to access the system. However, HR may at its own discretion create user access to non-HR employees for the purpose of delegating tasks. The HR access however is not designed to be accessible by non-HR employees.
2.	Employee Access Suggested link: http://www.website.com/staff <u>Note:</u> the actual link may be different depending on the installation.	This access is dedicated to all employees in the organization. Each employee that can have access to this mode should be assigned with unique Username to access the system.
3.	Training Provider Access Suggested link: http://www.website.com/trainer <u>Note:</u> the actual link may be different depending on the installation.	This access is dedicated to all registered training providers for the organization. Each training provider that can have access to this mode should be assigned with unique Username to access the system.

3. INTRODUCTION TO GOTNA CYCLE

	<p>Stages in goTNA</p> <p>goTNA comprises of five TNA cycles. Each cycle will have its own features and function and the cycles are dependent on each other. The cycles are as follow:</p> <ul style="list-style-type: none"> • Identify • Analyze • Design • Execute • Monitor
<p>Identify Stage</p> 	<p>Identify Stage</p> <p>The identify stage is where every employee is defined and developed in the system. This stage will allow organizations to acquire, gather and keep a comprehensive information about an employee.</p>
<p>Analyze Stage</p> 	<p>Analyze Stage</p> <p>The analyze stage is where organization can gather information for the purpose of making analysis. Some portion of the gathering information for the purpose of analysis is already been done in the identify stage. This analysis can then be used to determine what the most relevant trainings for each employee are.</p>
<p>Design Stage</p> 	<p>Design Stage</p> <p>The design stage is where a training need is accessed and identified. Each employee will then be assigned with relevant training program based on their competency level as well as organization's direction at any given period. The most important outcome in this stage is Training Calendar.</p>
<p>Execute Stage</p> 	<p>Execute Stage</p> <p>Execute stage is where each training program which was planned earlier. All the pre-training activities and immediate post-training activities are carried out during this stage.</p>
<p>Monitor Stage</p> 	<p>Monitor Stage</p> <p>Monitor stage is where the effectiveness and level of the competencies of the affected employees are monitored and assessed. This will give room to prepare for further development of each employee.</p>



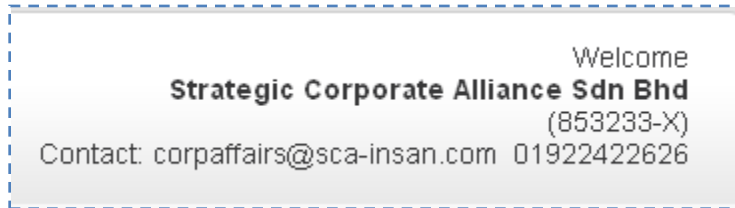
Our solution – the goTNA system is designed and built around the Training Need Analysis environment which addresses employee competency development. The highlights of these components are:

1. **Employee Profile** – this will include Employment Information, Employment History, Education History and Training History
2. **Employment Expectation** – the ability to track how employee should perform using any combination of Key Result Area (KRA), Key Performance Indicator (KPI) and/or Job Description (JD)
3. **Employee Assessment** – The ability to perform assessment based on existing Employee Expectation on-the-fly or using custom built assessment questionnaire targeted to Self, Peer, Superior and Subordinate
4. **Performance Gap Analysis** – The ability to evaluate and analyze Performance Gap based on Expected Performance and Actual Performance
5. **Training Area** – A mechanism used by the system to systematically and automatically suggest specific training program whenever an employee encounter specific performance problem which will allow any organization to develop training calendar tailored to specific employee.
6. **Suggested Remediation** – the ability to automatically suggest the specific training program for any performance problem.
7. **Training Efficiency** – the ability to track and monitor efficiency of training program based on Training Assessment on Participant, Content, Trainer and Training Material.

4. SYSTEM NAVIGATION

TRAINING PROVIDER ACCESS MODE

User Information



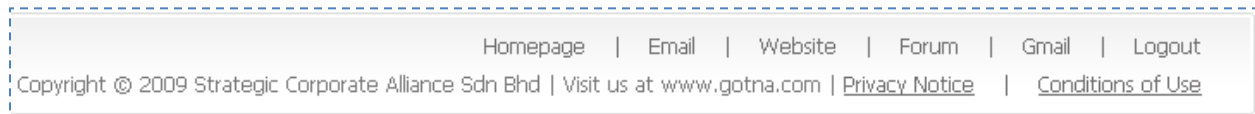
This information will be shown once the Training Provider login into the system.

Top Menu



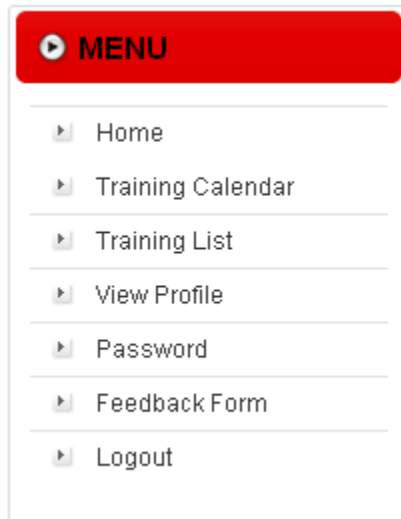
The Top Menu is the main navigation for this system. The Top Menu can be changed or configured via HR Access.

Bottom Menu



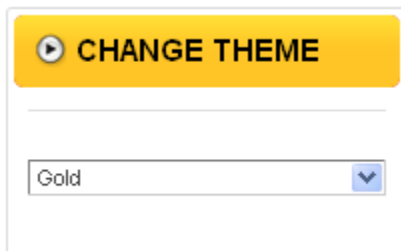
The Bottom Menu is the same as the Top Menu. However, there are additional links at the Bottom Menu which is reserved by Strategic Corporate Alliance.

Left Menu



The Left Menu is where most of the common links are found. Use this menu to navigate through the system.

Change Theme Menu



Theme can be changed at any point by selecting any one of the drop-down option. See the Change Theme section at the end of this document for further information.

5. TRAINING

Training is one of the most important element in the whole TNA lifecycle. A good training is the one that should give impact on future employee performance and competency thereby improving productivity and organizational performance in general.

TRAINING

Access Point

- Training Calendar
- Training Calendar > Training Code
- Training List
- Training List > Training Code
- Training Calendar/ List > Training Code > View Training
- Training Calendar/ List > Training Code > View Participant
- Training Calendar/ List > Training Code > View Material

TRAINING CALENDAR

Training Calendar											
Training Calendar						Training List					
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
				1		1					1
<<Previous Month											
December 2009											
Next Month>>											
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
29	30	1	2	3	4	5					
6	7	8	9	10	11	12					
13	14	15	16	17	18	19					
20	21	PSC101	PSC101	PSC101	PSC101	26					
27	28	29	30	31	1	2					

The above screen shows the Training Calendar for a specific year. The top portion shows the number of training programs for each month in the specified year. Selecting the month name in this section will cause the calendar to display the daily training program for the selected month.

This training program displayed in the calendar is in the form of training code. Mouse-over the training code will cause the system to show more information about the training beside the mouse. Click the training code will show the training detail (see Training Detail).

TRAINING LIST

Training List

Training Calendar

Training List

Your training details
2009

No:	Code:	Course:	Type :	Dates :
1	PSC001	Pengurusan Cemerlang	Classroom Training	25 May 2009 - 28 May 2009
2	CLS001	Reiki LVT	Classroom Training	06 Jul 2009 - 10 Jul 2009
3	PSC101	Positive Work Culture	Classroom Training	22 Dec 2009 - 25 Dec 2009

The screen shows the list of the Training Program for the Training Provider.

Click on the Year dropdown to switch to specific year and the list will show relevant training for the selected year. The default year selected is the current year.

TRAINING DETAIL

Training Details

Calendar

Training List

View Training

View Participant

View Materials

Assessment

Course Code:	PSC001	Course:	Pengurusan Cemerlang
Dates:	25 May 2009 - 28 May 2009	Type:	Classroom Training
Provider:	Strategic Corporate Alliance Sdn Bhd	Location:	Selesa Hill Resorts

Code :	PSC001
Course :	Pengurusan Cemerlang
Training Type :	Classroom Training
Start Date :	25 May 2009
End Date :	28 May 2009
Start Time :	
End Time :	
Certification :	Cert
Location :	Selesa Hill Resorts
Training Provider :	Strategic Corporate Alliance Sdn Bhd
Remark :	Pengurusan Cemerlang Selesa Hill Resort 22/5-25/5/2009 Casual attire

The training detail show the detail information regarding the training program. To see other information regarding the training, click on the tab at the top.

TRAINING PARTICIPANT

Training Participant		Calendar	Training List
View Training	View Participant	View Materials	Assessment
Course Code: PSC001		Course: Pengurusan Cemerlang	
Dates: 25 May 2009 - 28 May 2009		Type: Classroom Training	
Provider: Strategic Corporate Alliance Sdn Bhd		Location: Selesa Hill Resorts	
No: Full Name:		Department :	
1 KAMAL ARIF MAZ BIN MASNAN		Human Resource	
2 MARIAM BT KAMAD			
3 FAREZ MOHAMAD		Account & Admin	
4 MUNIAMAH A/P MUNUSAMY		Human Resource	
5 FAOZIAH BT SHAHID			
6 SARIMAH BT TOSMAN		Account & Admin	

The screen shows the list of participant of the training program. To see other information regarding the training, click on the tab at the top.

TRAINING MATERIAL

Training Material		Calendar	Training List
View Training	<u>View Participant</u>	View Materials	Assessment
Course Code: PSC001		Course: Pengurusan Cemerlang	
Dates: 25 May 2009 - 28 May 2009		Type: Classroom Training	
Provider: Strategic Corporate Alliance Sdn Bhd		Location: Selesa Hill Resorts	
No: Description :		Date :	
1 Please read this for the training instruction		13 Oct 2009 02:10:00 PM	
2 This is the second document to be read by all training participant.		13 Oct 2009 02:10:00 PM	
3 test		14 Oct 2009 03:10:47 PM	

The screen shows the list of the training material for the training program. Click on the link in the list to view the document. To see other information regarding the training, click on the tab at the top.

6. PROFILE

Profile is the information about the Training Provider. This information is divided into the following sections:

- Company Profile
- Company Trainers
- Course Offering

PROFILE

Access Point

- Profile
- Profile > Profile
- Profile > Trainer
- Profile > Course

COMPANY PROFILE

Profile	Profile	Trainer	Course
Your company profile detail			
Company Name :	Strategic Corporate Alliance Sdn Bhd		
Company Number :	853233-X		
Username :	sca		
Category :	A		
Register Date :	3/5/2009		
Email :	corpaffairs@sca-insan.com		
Website :	www.sca-insan.com		
Mobile Phone :	01922422626		
Home Phone :			
Office Phone :	0358824407		
Office Address :	No 5-1, Jalan Enam Belas, Pusat Bandar Puchong, 47100 Puchong, SGR, MY		
Billing Address :	No 5-1, Jalan Enam Belas, Pusat Bandar Puchong, 47100 Puchong, SGR, MY		

The screen shows the company details. This information is controlled by HR.

TRAINER

Trainer Listing		Profile	Trainer	Course
Your trainer listing				
No:	Name:	IC :		
1	Kamal Arif Maz bin Masnan <u>Certification:</u> Microsoft Certified Solution Developer <u>Experience:</u> System Engineer, Solution Architect, Project Manager <u>Specialty:</u> IT, Software Development, Project Management <u>Remark:</u> Available	730306105193		
2	Sifu Mirza bin Mohd <u>Certification:</u> Grand Master Reiki, Grand Master Reiki-LVT <u>Experience:</u> Training Consultant, Training Need Analysis, Competence Management, Positive Work Culture <u>Specialty:</u> Training Consultant, Training Need Analysis, Competence Management, Positive Work Culture <u>Remark:</u> Availables	659322323443		

The screen shows the list of registered trainer for the company. This information is controlled by HR.

COURSE

Course Listing		Profile	Trainer	Course
Your course listing				
No:	Code:	Course :	Type :	Certification :
1	Positive Work Culture	PSC101	CLASS	NA
2	Team Building - Together We Stand	PSC002	CLASS	NA
3	Reiki LVT	CLS001	CLASS	Reiki-LVT Practitioner

The screen shows the list of registered courses for the company. This information is controlled by HR.

7. PASSWORD


Password is the main security feature that control who is the authorized access for a specific account. Every employee should have their own Password. The Password should be changed regularly to prevent unauthorized access.

PASSWORD

Access Point

- Password

CHANGE PASSWORD

 **Change Password**

Please take note the following reminder from us:

You play a significant role in your online security - Keep your Password confidential at all times.

Your account here contains sensitive information. So any unauthorized entry to your account can negatively impact you and your information.

We will not be responsible for any loss due to your negligence in protecting the security of your account.

We recommend frequent changing of Passwords for enhanced security.

Please enter your password below.

Current Password:

New Password:

Re-enter Password:

Continue

To change the Password, enter the Current Password and then the New Password twice and click Continue button to change the Password.

8. FEEDBACK

Feedback is a mechanism where employee can communicate with HR. Use this feature to send message to HR for their further action.

FEEDBACK

Access Point

- Feedback Form
- Feedback Form > Previous Feedback

FEEDBACK FORM

Feedback Form

Previous Feedback

Please fill in the appropriate information below:

Feedback Type : Please Choose

Description :

Continue

The screen shows the Feedback Form. The form items are:

- Feedback Type – choose from the dropdown selection
- Description – specify the message to be sent to HR

Click Continue button to submit the Feedback Form.

PREVIOUS FEEDBACK

Feedback List

Feedback Form

Your feedback submission

No:	Dates :	Type :	Description:
1	13 Oct 2009 12:00:00 AM	SUGGEST	I am proposing that we do the assessment for the whole company as one exercise and we declare assessment week. Therefore, we can close this exercise as soon as possible.
2	13 Oct 2009 04:58:49 PM	SUGGEST	test

The screen shows the list of feedback sent by the Training Provider.

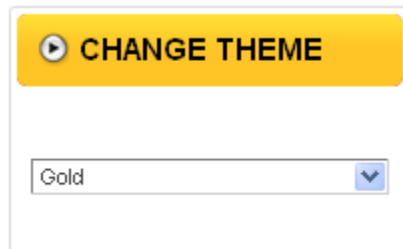
9. CHANGE THEME

Theme is how the system control the viewing format. The available choices of theme are to serve various user preferences.

CHANGE THEME

Access Point

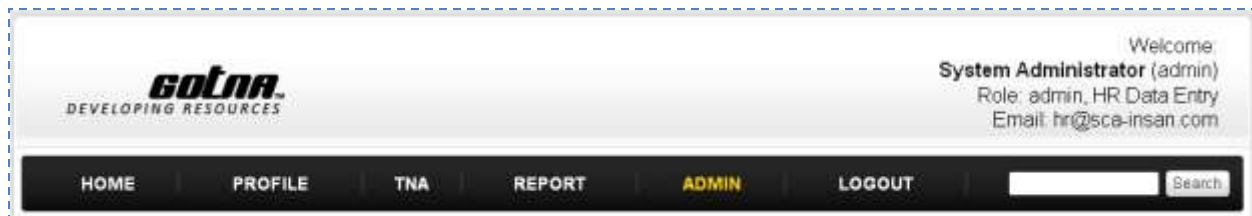
- Home > Change Theme
- Profile > Change Theme
- TNA > Change Theme
- Report > Change Theme
- Admin > Change Theme



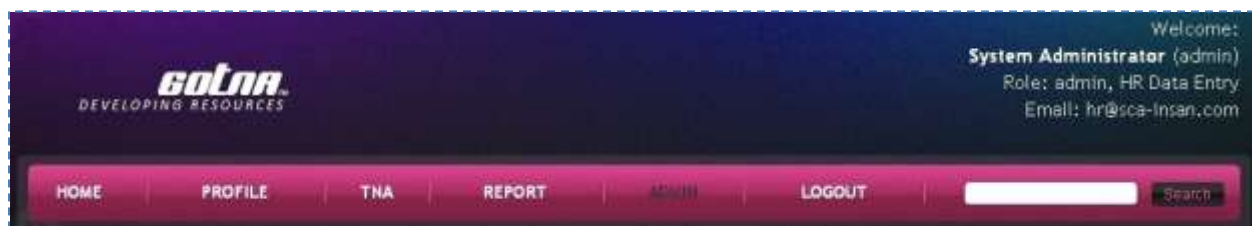
Upon login, the default theme is Gold.

Click on the available choice in the Theme dropdown to change from on Theme to another.

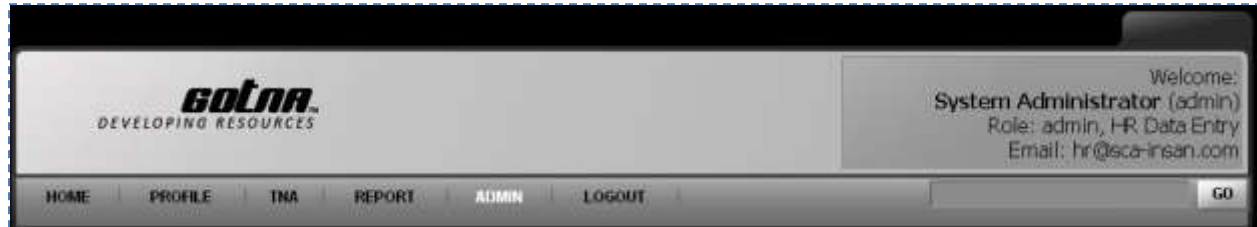
Gold Theme



Purple Theme



Black & White Theme



Blue Theme



Shade Theme

