

Mincom Ellipse Training Management

Course ID: HR-05

Course Length: 1 Day

Modules Included: 3770 - Training Management, 3730 - Resourcing, 3790 - Workforce Planning

Prerequisites: HR-00 - Mincom Ellipse Personnel Familiarisation

Intended Audience: Those individuals responsible for management and administration of training records.

Course Description: The Mincom Ellipse Training Management course provides participants with the training to use the Mincom Ellipse Training Management module to manage training courses, sessions, and attendee details.

Expected Outcome: Manage training courses, sessions, and attendee details within Mincom Ellipse.

Format: The course is a combination of instructor-led and hands-on exercises to maximize the learning outcomes.

At the end of this course, the participant will be able to:

Create and modify training course and training session details.

Maintain training course attendee nominations/confirmations.

Registration: To register an expression of interest in course attendance, email education.services@mincom.com