



# Payforce Training Management



A more human resource.™

Cost: \$450 per person

Duration: Half Day

## Program Overview

Acquire the skill to manage your learning & development processes. You will learn to use the Payforce administration tools allowing you to schedule the right courses for your employees. Understand how to coordinate your training requirements, book employees onto courses and report on the information you really need.

## This program is ideal for:

- HR Professionals
- Learning & Development Professionals

## Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive experience where learning is enhanced

## Learning Objectives

By the end of this session you will be able to:

- Create course masters
- Establish, print and review course schedules
- Record course attendance and track cancellations
- Run training management reports
- View and modify employee training history, skills and qualifications

## Prerequisites

- Recommended:
  - A working knowledge of learning & development practices

Click to register for Payforce Training Management  
For more information email [learning@adp.com](mailto:learning@adp.com) or call 1800 000 729