

Datasheet

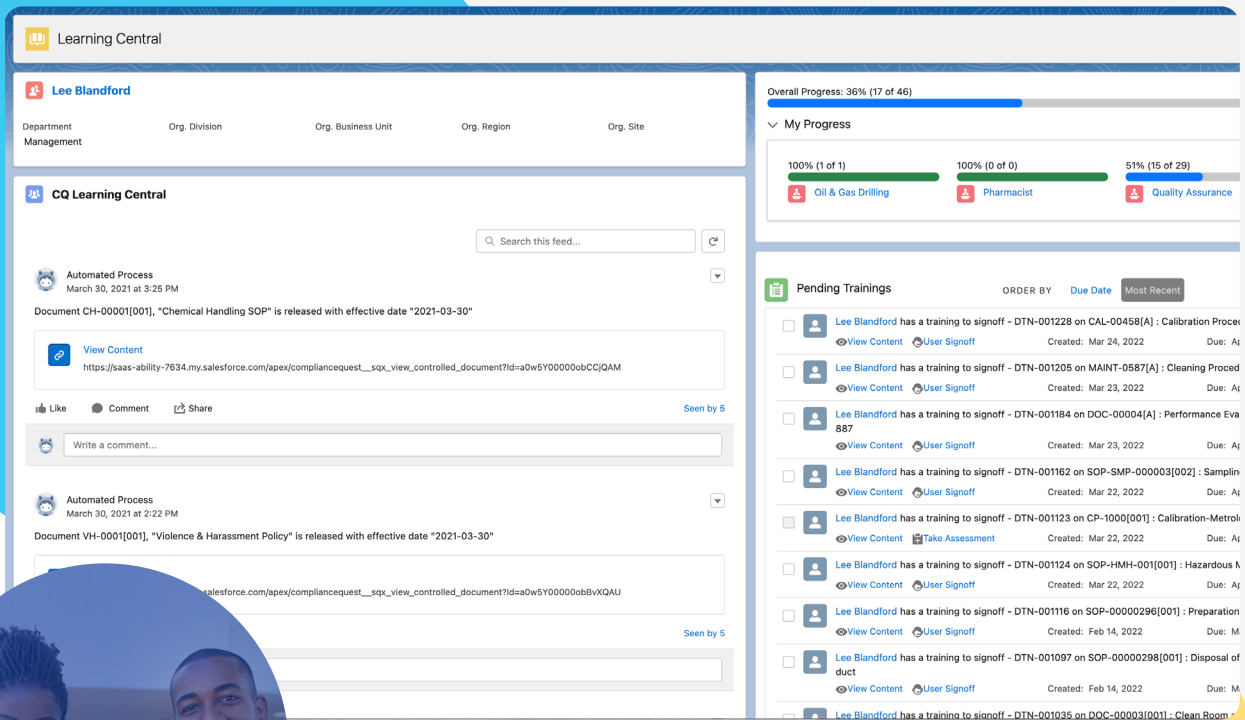
70%
Reduction in employee
Training



Training Management

Ensure your workforce is trained, skilled and certified to drive productivity and maintain compliance

DELIVER THE TRAINING REQUIRED FOR EACH INDIVIDUAL WITH COMPLETE VISIBILITY THROUGHOUT THE KNOWLEDGE ACQUISITION PROCESS



A key part of quality, compliance and safety management, **CQ Training Management** allows you to train employees in a timely fashion, and keep your workforce skilled with constantly evolving changes in the environment. Integrating training into your EQMS supports a stable, reliable and repeatable training management process, ensuring that your entire organization has the knowledge it needs, from GxP guidelines to international standards to government regulations.

CQ Training Management tackles this challenge by helping businesses manage all personnel, job functions, requirements by job functions, courses and documents to be trained on. Strengthen your organization from within by streamlining the training process and ensuring knowledge and retention.



Training Manager/ Coordinator

Reduce cost and save administration time while ensuring smooth running of training from delivery, to tracking, monitoring, certification, and reporting.



Human Resources

Be confident that new / updated content or processes are easily integrated into employee on-boarding and workforce competency programs.



Training Content Creator

Create and update straightforward courses and easily upload SCORM content and assessments to enable unique learning paths and experiences.



Quality

Maintain efficient control on training records, verification, and job skill competency to meet business needs and regulatory compliance.



Trainer

Reduce time to manage classroom training, student activities, training effectiveness and overall administration to maximize the teaching process for optimal outcome.



Employee

Easily find and sign up for classroom training and access eLearning anytime, anywhere.

Key Training Management Features





Employee Training Record

Track training requirements, course completions and role-specific knowledge needs to insure workforce competency. Identify training gaps and missed deadlines to remain in compliance.



DOCUMENT & COURSE CATALOGUE

Create documents (SOPs, policies, procedures, work instructions, etc.) or courses (safety training, new employee orientation, etc.) through integration with CQ Document Management.



TRAINING VERIFICATION

Verify training knowledge by requiring a manager or a trainer to sign-off, confirming the trainee knowledge. In addition, an assessment can be presented, requiring employees to take pre-defined quizzes to ensure verification of comprehension.



SCORM COMPLIANCE

Easily upload SCORM (Shareable Content Object Reference Model) content to provide video/ interactive training content for employee training and corresponding assessments. Employees can access all video/interactive content and assessments via integrated SCORM player.



ASSESSMENTS/REFRESHERS

Develop job function specific tests to ensure employees are trained and verify comprehension. Define required passing percentages and the ability to retake exams, thus increasing the compliance and the skill of employees.



ONLINE COLLABORATION

In a more virtual environment, employees can easily collaborate with others (e.g., instructors/peers) via Chatter, the platform's real-time Salesforce.com-based enterprise collaboration software.



JOB FUNCTION TRAINING MATRIX

Eliminate generic company-wide training requirements. Define specific requirements for each role/function, improving content usefulness and employee completion. Maintain compliance by easily updating new training requirements for just those applicable employees.



TRAINING PROGRAM

Create and manage training programs for courses and related documents associated with active job functions/roles. Identify steps of sequential or parallel training required per function/role. Enable employees to earn required certification for their specific function/role. Trainers can identify flaws in training programs by tracking and managing employee learning progress.



EMPLOYEE LEARNING/ TRAINING PORTAL

Employees can access individualized pending/required training, track their own training progress, and take actions by the designated due date, eliminating delays in acquiring applicable knowledge. Training Managers can get overviews of all pending and completed training, and access relevant metrics. Extend training to supply chain partners with access to relevant content via Partner Portal.



DOCUMENT MANAGEMENT INTEGRATION

Through seamlessly integrated document management capabilities, link training requirements to specific documents so as documents (e.g., SOPs, work instructions, etc.) are updated, corresponding training requirements are automatically updated as well. Ensure process change information is consistently shared throughout the organization and not forgotten.



TRAINING SESSIONS

Transfer knowledge from one or more documents or courses in a formal classroom setting via sign-ups, course invites, classroom management, calendaring, sign-offs and assessments.



MOBILE ACCESS

Access all training content from any device, regardless of location. Enable employees to learn when 'on the go.' Completely support all training requirements in virtual (online) environments.



REPORTING & ANALYTICS

Track all key training metrics via standard and customized reports and dashboards. Access any training information easily as needed.



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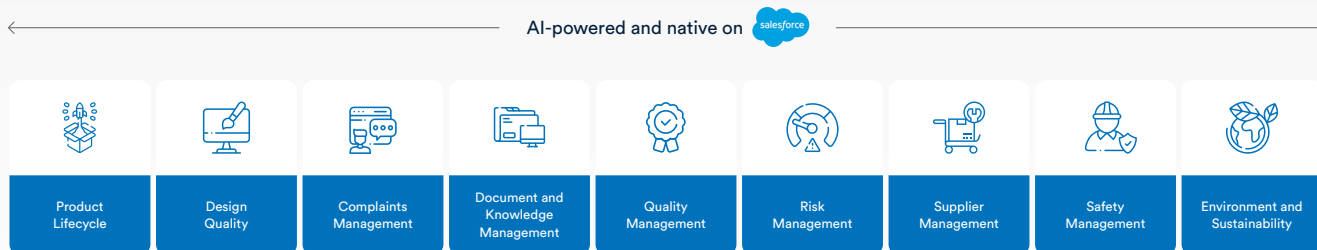
It's always a challenge to make sure our globally dispersed teams are consistently and fully up-to-speed on the latest processes and requirements. With constant changes, from new government regulations to updated internal work instructions, tracking who's completed what is tough. Now with ComplianceQuest's Training Management, each employee knows exactly what training is required for his/her role, managers know the current status for their teams and we can easily respond to any auditor request instantly.

-VP Learning & Development, Global Manufacturer



Achieve Your Quest for Digital Operations

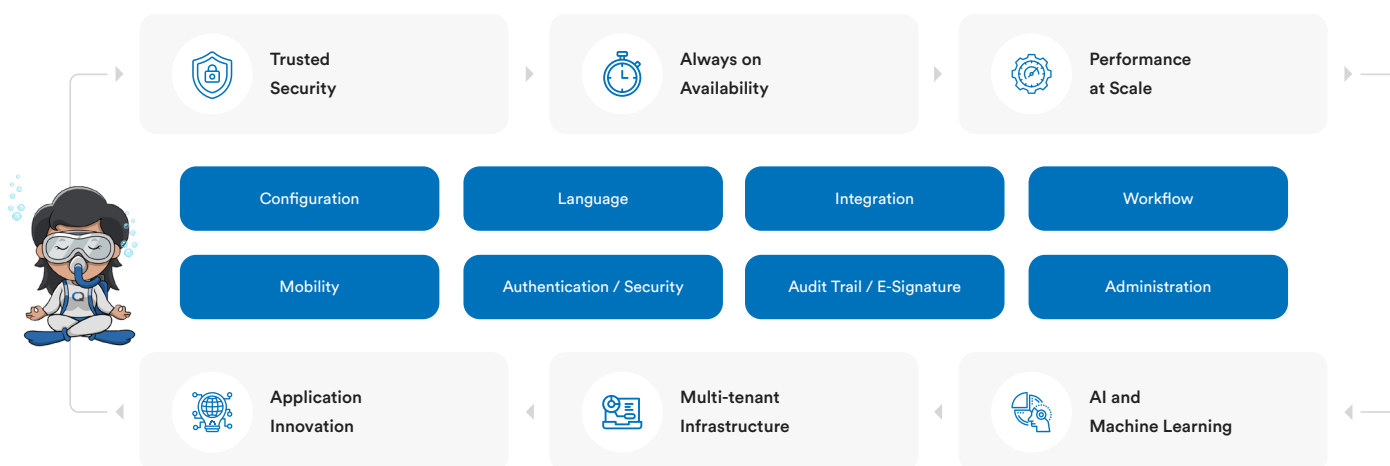
CQ intelligently automates operations from product innovation to customer success



CQ Solutions Powered by Platform

100% modern cloud infrastructure supports innovation

ComplianceQuest is a 100% native force.com application suite. As such, ComplianceQuest solutions inherit all attributes of the Salesforce platform.



About ComplianceQuest

Transform to a fully connected business with a **next-generation AI-Powered Product Lifecycle, Quality and Safety management platform, built on Salesforce**. Our connected suite of solutions helps businesses of all sizes increase quality, safety and efficiency as they bring their products from concept to customer success. Our intelligent data-driven platform comes with best-in-class integrated processes to mitigate risks, protecting your employees, suppliers and brand reputation, and to increase innovation, compliance, profit and customer loyalty. ComplianceQuest is pre-validated and easy to implement, use, and maintain, allowing for streamlined communication and collaboration across the product value chain.

For more information, or to request a demo with a ComplianceQuest expert, contact ComplianceQuest today:

- Visit www.compliancequest.com
- Email us at marketing@compliancequest.com
- Call us at **408-458-8343**