

Enabling you to manage the training needs of your organisation online



premierIT

Professional Development Software

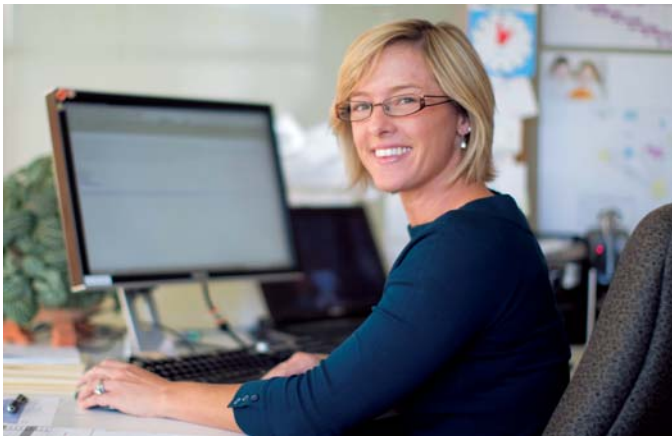


What is Premier IT's training management system...

Premier IT's TASK (Training Administration, Skills & Knowledge) Manager automates the paper and labour intensive processes of scheduling, managing and administrating training events.

Whether you are an internal training department, commercial training business or a membership based organisation that provides training services, TASK Manager can be configured and optimised for your business model and dramatically improve the management of your training processes.

TASK Manager provides an easy to navigate, web-based interface for your delegates, whether they are your own employees, customers or part of your membership community. They will be able to view, book and, if appropriate, purchase training courses online; making resource, delegate and course management so much easier.



What can we offer...

Streamlining your training management and automating your processes is straight forward when using TASK Manager.

You can enable administrative staff to perform tasks dependent on the varying permission levels available. Administrators do not need to be technically minded to use the system; our training will ensure that they are able to make updates themselves and security settings will ensure that you can track who has updated what and when.

Your version of TASK Manager will be customised to resemble your branding and website, always display up to date information to delegates/members and enable them to interact with each other. You can schedule as many courses as you like, allocating resources to individual instances of an event and several events on the same day.

The built in contact management module of the system will automate all communications with delegates/members, from course information and booking confirmations to reminder emails and course evaluations.

The sophisticated reporting facility will provide you with all the information you require including delegate lists, schedules, to-do lists and operational/performance statistics.

Key functionality of TASK Manager...

System

Company

- record all relevant details of client companies
- manage status and account history of client companies
- record all relevant details of delegates from each client company

Venues

- record all relevant information on separate venues including contacts, facilities, location etc

Staff

- manage all personnel information for employees and external staff used
- highlight job role, search for staff with relevant skills and upload CV's

Courses

- create/amend details of all courses available
- search for specific courses
- upload course outlines
- enable delegates to complete course and trainer evaluation forms online

Trainer skills

- create/amend trainer skills
- search for suitable trainers by skill level/availability

Operations

Events

- create/amend/cancel individual events/courses
- view all details on individual events
- view events by calendar, company and room
- manage delegate numbers and fees

Projects

- manage projects for individual companies including multiple events, venues, delegates and trainers

Booking forms

- create/amend/cancel booking forms
- manage process of creating and sending joining instructions and invoices

Vouchers

- create/amend/view voucher agreements
- manage payment and redemption processes for voucher agreements

Trainer availability

- view diary for every hour of a trainer's availability
- insert/amend/cancel a diary item

Requests

- create/amend a request for a course, voucher, trainer, cancellation etc
- view requests by status

Accounts

Invoicing

- invoice multiple or individual booking forms at once
- post invoices into Sage Accounts
- invoice booking forms paid by vouchers

Credit notes

- view/search/print and save credit notes

Reporting

- run by date range by applying relevant filters
- wide range of reports available in areas of systems, operations and accounts

Key features

- website with course search facility
- online course booking & payment facility
- resource and booking management
- delegate/member community learning zone
- delegate/member record management
- audit and reporting functionality
- integration with financial and other business critical systems

Key benefits

- streamline your training management and automate processes
- reduce administration time and cut down on paperwork
- speed up revenue generation
- add value to your delegate/membership offering
- enable management decision making



Meeting your requirements...

From your organisation's perspective

TASK Manager provides you with the tools required to manage the training needs of your organisation in an integrated, seamless manner. It is also:

- easy to deploy and maintain
- customisable to resemble the branding of your organisation's website
- revenue generating – with the functionality to process payments online and raise invoices
- able to share data with other business critical systems such as a SAGE Accounts or your CRM system
- possible to integrate with the personal development plans of members and carry out online assessments
- an interactive marketing tool, allowing you to notify delegates/members of upcoming events and important information via email and communicate with them via forums
- a valuable recruitment and retention tool, adding value to your user community
- an invaluable management tool, with reporting functionality that enables you to evaluate your training function and make good decisions
- an effective method of generating incremental revenue for your organisation from third party advertising, user fees and e-Learning providers

From the delegate/member's perspective

TASK Manager enables your delegates/members to purchase your training services and products online and communicate with others. They will benefit from:

- a secure, online portal to browse and book training, 24 hours a day, 365 days a year
- up to date course information, costs and availability
- an online payment facility with instant confirmations
- email updates and notifications about courses
- access to a student community learning zone – including forums and a library

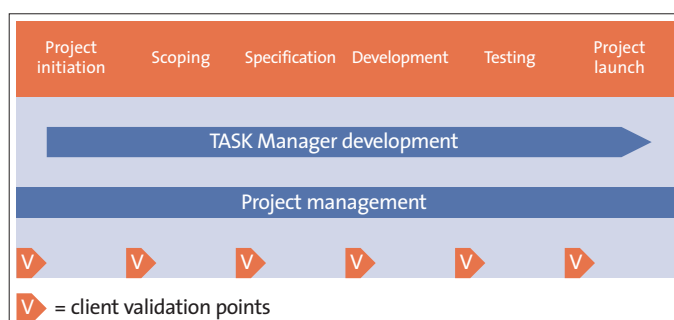
Our approach...

We have extensive expertise in professional development software, already providing solutions to tens of thousands of members and employees. But our approach goes much further than software.

Our experience in providing a blended mix of Instructor-led and e-Learning based training, for both public scheduled and private courses, puts us in an ideal position to know what is required from a training management system.

In fact, we use TASK Manager to manage our own training business and are confident that you could be successful using it to manage yours.

We operate a professional project management process, based on PRINCE2® methodology. Every project goes through the phases of project initiation, scoping and specifications through to development, testing and launch. This process helps to ensure project transparency, achievement of deadlines and maintenance of budgets.





Who are we...

Premier IT specialises in workforce performance improvement.

We help our clients to secure greater competitive advantage by improving the know-how of their workforce, enhancing their methods of developing and managing skills and helping them to improve their return on investment from information technology.

Premier IT offers a full range of integrated learning and IT solutions.

In addition to TASK Manager, which is one of our Professional Development Software products, we also provide our clients with:

- e-Learning Development
- IT and Business Skills Training
- NHS Training and Development
- Website Development
- IT Networking and Security



Contact us

020 7837 2690
software@premierit.com
www.premierit.com

New Premier House 150 Southampton Row London WC1B 5AL

Our valued clients include:

Institute of IT Training

The Law Society

Institute of Directors

Royal College of Speech
and Language Therapists

Institute of Healthcare Management

Royal Institution of Chartered Surveyors

Chartered Institute of
Logistics & Transport

Institute of Financial Planning

Architects Registration Board

Faculty of Public Health
of the Royal College of Physicians

