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 ประวัติการอบรม มรีษ้าท อี-ปีชีเนน จัดท่านแนนอเปิดอบรม เ 	ร พลัล จำกัด ส่านักงานไหญ่
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🕼 จัดท่านหนนละเป็ดอบรม < 🖉 ประเม็นและตัดตามผล <	(m) ปฏิทินการอบรม(พนักงาน)
	£ : 2562 *
	นี้การอบรมและนี้การประเภินการอบรมที่สิ้นสุด 📕นี้การประเภินการอบรมที่สิ้นสุด 🧾
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e-Training

		Emp.	ID: 0475 Name: Mr.Boonma Demo	Department : Human Resource	Position :	Human Resource M	anager 🗟 <u>Si</u>			
Profile	Course				0	ок	Cancel			
Training Record	Code *	s and the second s	FN-001	Status		Active Inac	tive			
repare for Traning Courses	Course	Name(Thai) *	การจัดท่าและวางแผนงบประมาณเบื	องต้น						
Course Category	Course	Name(English)	Preparation of initial budget plan							
	Course	Calegory	Other •							
Training Assessment Form	Course		Inhouse Training 🔻	Training Ty	pe	Training V				
Course	Objectiv	ve	เพื่อให้ผู้เข้าอบรมสามารถจัดทำและวาง	แผนงบประมาณใด้						
Trainer						/				
Training Location	Kemark									
Plans and Training	Course	Content	เลือกไฟล์ ไม่ได้เลือกไฟล์ใด							
			(File type: doc,docx,xls,xlsx,rar,zip,	7z,pdt,bmp,jpg,png,git,mp3 and	tile size up t	to 5 MB)				
Annual Training Plan	Duratio	n(Hr.)	2.00 Hour(s)	Fee		1,200.00 TH	3			
Training Schedule	Trainers	s Evaluation Criteria		Tracking D	uration	0 Day(s)				
Specify the list of participants	Assessn	nent before Training	• Yes O No	КРІ		● Yes ● No				
Training Notification	Evaluat	ed after Training	• Yes O No	ining	● Yes ● No					
Training Calendar(HR)	Evaluat	ed follow up Training	Ves No	Courses	● Yes ○ No					
Training Calendar(Employees)	Report	to DSD	• Yes O No	ation	● Yes ● No					
	Training	Oualification Training Evalu	ation The Course should be passed before	Training Course Institution						
Training Calendar(Managers)		d Trainees's Qualification	1							
Evaluated by Trainer		Department	Position	Турс	Course	Type submitted	Work			
Assessment before Training		Financial	Financial Officer	Mandatory	Dra.omn	to DSD	Experience			
Evaluated after Training		Financial	Financial Manager	Mandatory		loyment Training	FIODAGOII			
Closed Training		International Sales	International Sales Officer 1	Improve Skills		loyment Training				
Evaluated follow up Training		International Sales	International Sales Officer 2	Improve Skills	Pre-emp	loyment Training				
				• 2						

Employees are valuable resource of any organization. Personnel Developing Platform are accurately and very important. However, Training is one of methodology to develop employee's resource efficiency and meet the organization's goal.

Therefore, every organization decided to focus on training and developing employees that need to perform consistently and systematically. To improve employees in the organization, the analysis survey is very important in accordance with the policy. Requirement and budgeting need to be determined as a training plan, schedule and cost for each department. Moreover, there still have to prepared for the specialist trainers and also inform employee by using notication alert.

After Training process, there would have to keep both trainees and trainers 's record and evaluation after training including with all expenses. HR Department have to compare the objective indicators and resolve the sustainable growth for all transactions.

BUSINESS PLUS design and develop sustainable system call "Employee Relation System – Training (e-Training) to assist HR tasks for Training.

Key Features and Functionality of the system

The process is divided into 3 States as following

- Prepare data for Training Course.
- Prepare for annual training plan and course.
- Performance Evaluation after training.
- The system has been designed to meet the requirement of everyone in the organization :
 - Executive, Manager, HR, Employees, Trainer or Lecturer.

. Executive

- To determine details of the training course and analyst each course for employee's performance improvement.
- Applicable to monitor training budget approval.
- Applicable to check and monitor result after each training course completed.

Manager

- Determine training information under each positioning with in Department to HR.
- Determine additional training information under each positioning to enhance employees skills to HR.
- Enhance Employees performance via can be tracked back and monitored performance each employees after training course completed. To ensure that each course can be effectively approached as a desired goal or not.
- Notification e-mail alert to Manager to determine a list of employees who affiliated to participant's in each course.
- Be able to verify and select qualified participant under their own Department for each training course.
- Be able to check and analyze training record for qualified participant under their own Department.

/ Human Recourse

- Applicable to control training course systematically.
- HR can help to control all expenses and budget of training course for each department.
- Keep an unlimited detailed training course.
- To enhance for the ease of annual training course, specify qualification employees who attend the course by display selected name list that qualified within the curriculum.
- Be able to check report of qualified employees who meet the curriculum but still has not attended the training. To analyze and plan for the training course next time.
- Applicable to prepare for the training plan both opening course according to the survey and contingency plan.
- Support for Employees' improving plan such as specify for job positioning that need to be trained, specify for upper curriculum that has to be passed all basic course before.

- Applicable to prepare and specify training schedule, training places, lecturer and qualified employees for each course based on training plan correctly, to reduce the time for HR.
- Capable to record and confirm for annual training budget in case both on process of approval request or already been approved.
- After each training course completed, there can close and conclude for all expenses each course and also can generate report for monitoring.
- Applicable to confirm whether any employees attend or not attend the course and also specify the reason.
- Determine the training indicators for KPI measurement in the organization, to improve and modify standardize as ISO (any version) : there can specify such as document code, announce and expire date etc.
- Reduce any complexity tasks for HR that have to inform employees about the training queue via e-mail notification with unlimited sending and also notify to manager as well.
- Provide training calendar that can view easily and effectively, separated to each positioning such as HR, Department Manager, and Employees etc.

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1	2	8	2	5	4	1	1	5	4	3	2	1	30	22	2	6	5	4	3	2	1	12	2	8	2	6	5	4

Capable to print and submit the report to Department of Labor immediately, Overall, there will be very useful for HR as following :

- Reduce the time for training course schedule.
- Reduce the time for searching curriculum by the category topics for each course.
- Be able to keep the record of training course efficiently. And easy to search information selected to develop a path of further progress.
- Reduce working time, there have enough time for employee's improvement.
- Be able to generate report for government agencies and internal report for organization.
- Be able to generate the report to the Department of Labor by submitting list of employee during the year that reported by the anonymous employee previously remitted.





e-Training

Training Sche	dule		Cancel				
Schedule Code	TR-001 [Wears : 2015]	Coarse Calegory Offer					
Course Type	Inhouse Training	Troloing Type	Training				
Name	FN-001 : Preparatien of initial budget plan (Round 1)						
Objective	ela biologia para mana kata ana ana ang kata kata						
Course Content							
Start Date	13/05/2015 [Three 10 00]	End Date	1U05/2015 [Time 12:00]				
Devilig de							
Location	All Seasons Geld Orchid Bangkok Histor						
Inidenactor	Mediutep Cectarion						
Hemark							
Schoolade Status	Closed						
Training Cost	Description						
Total Cost	2.000.00 THB						
Total Rostal Cost	2,500.00 THB						
total Cost for Irals	or 2,00.10 1HB						
Total Other Expess	es 310.00 TelB						
Total Actual Trainin	g Cost 7,000.00 THB						
Remark	rane viziero formanie						
Supposition							

Employees

- Ease of use in case of any employees can connect to the system via using the internet.
- E-mail notification alert when close to the training program. The system will automatically send e-mail as HR set aside.
- Employees know the training schedule ahead of ourselves based on the calendar format, planning as consistency with the training schedule. And transmit all tasks continuously.
- Employees can weight their score satisfaction and determine the benefits from the training course to capitalize on further analysis such as Appropriate to send other employees to attend the course or not? Or need to change new institute or lecturer.
- Be able to recheck their own training record.
 - 5. Trainer (Lecturer)
- Provide the evaluation system and keep record for each generation including rate cut by the score automatically.
- Keep the performance evaluation record after training course completed including rate cut by the score automatically.

Empi, D1 2 0475 Name: 1/e. Booms Deno: Department I: Human Resource Manager @ Sign. Out Colspan="2">Image: 1/e. Booms Deno: Department I: Human Resource Manager @ Sign. Out Schedule Cole Th-013 [Years : 2015] Course Category Service Course Category Service Course Category Service Lead Objective Pho02: The preparation of the budget plan abanced [Record 1] Course Category Service Objective End Date 11/00/2015 [Time 15:00] Start Date 11/00/2015 [Time 15:00] End Date 11/00/2015 [Time 15:00] Institute Course Category Service -</

Benets Summary

- Reduce the evaluation forms via printing as hard copy. Employees can access to evaluate via the system.
- Reduce operating time because employees can check their training history record through the system.
- Be able to analyze the result of the employees' satisfaction and benefit from the training course with possibility that the course will be opened again or not? In order to meet the training requirement and reduce unnecessary cost.
- Determine to check the budget and expense comparison for each department. And plan for the next year period.
- Capable to compare training record history to measure with the KPI's organization to find out how to develop the potential of employees.
- Capable to use the training score to evaluate the effectiveness of the knowledge measurement, to measure whether appropriate or not ?.
- Applicable to meet the organization's requirement via solving the lack of qualified employees and support to the organization's expansion.
- Applicable to satisfy the needs and problem from employees.
- Participants know what they will achieve from the training program which have the objective and benefit that gain from the training.

Along with the analysis reports for both organization and government :

- Training evaluation Report for employees
- Training staff Report for employees
- Summary report for training budget and expenses
- Summary report for KPI's Training for employees
- Report for Department of Skill Development

Basic Requirement of the program

• CPU	: SPEED 2.0 GHz. or higher
• RAM	: 4 GB or higher (Recommended 8 GB)
• HDD	: 10 GB or higher
 Optional 	: CD, DVD Rom Drive
• OS	: Windows Server 2008 or higher
 Database 	: MSSQL 2008 R2 or higher
 Relate S/W 	: IIS Version 7 (upper)
	.Net Framework Version 3.5, 4.0 and 4.5
	CRRuntime_v.13.0.2.x (upper)
	(SAP Crystal Reports runtime for .Net 4.0)
 Mail Server 	: Gmail.com, Hotmail.com or Company Email
• "Anti-Comp	uter Virus Prevention"

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