



Ensure Compliance with Agency Training Requirements



myTraining for Agencies

TRACK TRAININGS, MANAGE TRAINING CLASSES, AND MORE

Available as a standalone application or as part of an integrated Agency Workforce Management solution, the myTraining package includes the ability to:

- ▶ Track training and license requirements by title and employee
- ▶ Automatically alert employees, manager and HR if certifications are about to expire or have expired
- ▶ Retain unlimited training history

Training Classes

- ▶ Eliminate manual training class registration processes
- ▶ Save time and expand employee self-service
- ▶ Ensure compliance
- ▶ Generate automatic confirmations and reminders
- ▶ Automate publicizing training classes
- ▶ Automatically notify employees if class is cancelled
- ▶ Use with license and training expiration system to ensure compliance
- ▶ Includes training class sign-in forms

Integration

- ▶ Speed up set-up and eliminate duplicate data entry with employee import from payroll or HR
- ▶ Integrate with Relias, College of Direct Support, YourTrainingProvider and other online learning systems
- ▶ Integrate into scheduling and HR procedures

Bonus Items:

- ▶ Employee database and reports
- ▶ Online timesheets for employee
- ▶ Time and attendance reports
- ▶ PTO request and approval system

myTraining is available in the Cloud or as an on-premises solution. For more information, contact info@mitcsoftware.com



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