



Microsoft



SharePoint



Office 365

LEARNING

CONTINUOUS LEARNING AND DEVELOPMENT
CULTURE

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MODULE OVERVIEW

Develop employees' skills and competencies by planning and delivering targeted training programs, managing compliance and tracking certification with the Lanteria Learning module.

- Create a storage location for all learning materials
- Plan and track the training process
- Build quizzes and track certification
- Report on the learning results

The screenshot shows the Lanteria GradeBook interface for user Tanya Coleman, a Senior Manager in Middle Management. The interface is divided into several sections:

- Overview:** A summary of learning progress with colored indicators for Certificates (0), Required Certificates (2), Missing Certificates (2), Development Activities (4), Passed (4), Failed (0), Average Score (0.00%), and Training Hours (46).
- Trainings and Quizzes:** A table listing completed and expired activities with their completion and expiration dates and results.
- Required Certificates:** A list of certificates that are missing, including Health and Safety and Management and Leadership.
- Additional Certificates:** A section for other certificates.
- Competencies:** A section for tracking skills and competencies.

Activity	Status	Completion Date	Expiration Date	Result
TOEFL	Completed	10/02/2021	12/29/2021	
Competencies Framework	Completed	10/02/2021	10/18/2021	
Annual Target and Goals	Completed	10/02/2021	11/05/2021	Passed (40.00 hrs / 40.00 hrs)
First Aid Course, Training Location: Main conference room	Expired		03/11/2021	Passed (6.00 hrs / 6.00 hrs)

Certificate	Learning Material	Issued	Expires
Health and Safety Certificate		Missing	
Management and Leadership Certificate		Missing	

FEATURES



ANALYZE THE IMPACT OF LEARNING

- Analytics and dashboards for HR and managers
- Reporting on learners, courses, trainers
- Integration with other Lanteria HR modules

ENSURE COMPLIANCE AND CERTIFICATIONS

- Job-specific mandatory training and certificates
- Tracking expiration dates and training updates
- Reporting on compliance training

CALCULATE COSTS SPENT ON LEARNING

- Track costs spent on employee learning by assigning budgets to employees

ENJOY THE FULL RANGE OF LINKEDIN AND GO1 LEARNING COURSES

- Courses from Go1 and LinkedIn Learning are available within the Learning Catalog

PLAN AND DELIVER TARGETED TRAINING

- Training programs based on competency and performance gaps
- Individual, group and automatic learning assignments
- Personal Learning Plans accessible via Employee Self Service

ESTABLISH CONTINUOUS LEARNING ENVIRONMENT

- Centralized and searchable Learning catalog
- Various learning content (E-Learning / SCORM, videos, documents, quizzes etc)
- Structure courses by job, area, competencies and skills

CHECK KNOWLEDGE AND SKILLS

- Online quizzes and tests
- Competency and skills assessment
- Employee training history and gradebook

MANAGE CLASSROOM TRAINING EASILY

- Global Training Calendar integrated with Outlook
- Training requests, rosters and wait lists
- Collecting and analyzing learners feedback

USER ROLES IN LANTERIA HR

HR PRO

Complete automation of HR tasks and access to full analytical reporting.

MANAGER

Collaboration with teams and better management decisions supported by Manager Self Service.

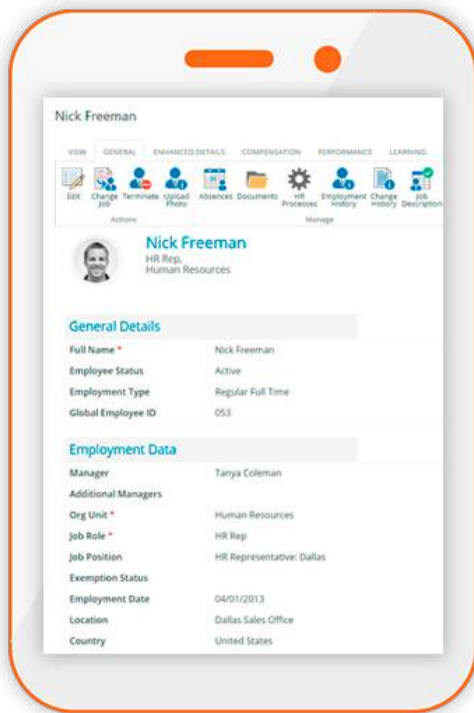
EMPLOYEE

Employee engagement and access to personal data, records and documents with Employee Self Service.

CUSTOM ROLE

Custom user roles and permissions, such as: training managers, recruiting managers, local HR managers and other.

ANALYTICS AND REPORTS



Get the full analytical insights and make informed decisions. Use a library of out-of-the-box reports and dashboards available in the system or create your own custom reports using Lanteria Report Builder.

LANTERIA HR SYSTEM



Lanteria HR is a SharePoint based Human Resource Management (HRM) solution that facilitates and automates the entire Human Resource (HR) cycle in a company. The solution creates a central storage location for all HR information, while supporting HR processes and increasing the performance of each employee and organization as a whole.

Lanteria was founded in 2006 and, since that time, have successfully completed over 150 projects for local and international clients. The Lanteria team includes both experienced HR and IT professionals. This allows us to integrate our extensive HR experience with all the cutting-edge Microsoft technologies that you are already using.

OUR CUSTOMERS



- ✓ Customers in 40+ countries around the globe
- ✓ Exclusive focus on HR management and Microsoft technologies
- ✓ Professional implementation and support teams
- ✓ Microsoft Certified Partner
- ✓ 50+ partners worldwide
- ✓ Founded in 2006

