



 Microsoft  SharePoint  Office 365

LEARNING

CONTINUOUS LEARNING AND DEVELOPMENT CULTURE

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 displays the Lanteria Learning Catalog interface. At the top, there is a navigation bar with tabs for 'MY DETAILS', 'MY TIME & ATTENDANCE', 'MY PERFORMANCE', 'MY LEARNING', and 'MY COMPANY'. A search bar labeled 'Find Employee' and a user profile 'Sergey Turin' are also visible. Below the navigation bar, the 'Learning Catalog' section is shown, featuring a search filter with 'Keyword', 'Select Category', 'Select Job Role', and 'Select Competency' dropdowns, and a 'View' button. The main content area lists several courses:

- Hardware Security V1** (Information Technology): Competency: Safety and Security, Mandatory: Yes. Description: In this course, we will study security and trust from the hardware perspective. Upon completing the course, students will understand the vulnerabilities in current digital system design flow and the physical attacks to these systems. They will learn that security starts from hardware design and be familiar with the tools and skills to build secure and trusted hardware.
- Improving Communication Skills V1** (Communication): Competency: Communication Skills, Mandatory: No. Description: Learn how to communicate more effectively at work and achieve your goals. Taught by award-winning Wharton professor and best-selling author Maurice Schweitzer, Improving Communication Skills is an essential course designed to give you both the tools you need to improve your communication skills, and the most successful strategies for using them to your advantage. You'll learn how to discover if someone is lying (and how to react if they are), how to develop trust, the best method of communication for negotiation, and how to apologize. You'll also learn when to cooperate and when to compete, how to create persuasive messages, ask thoughtful questions, engage in active listening, and choose the right medium (face-to-face conversation, video conference, phone call, or email) for your messages. By the end of the course, you'll be able to understand what others want, respond strategically to their wants and needs, craft convincing and clear messages, and develop the critical communication skills you need to get ahead in business and in life.
- Project Management Principles and Practices V1** (Project Management): Competency: Project Management, Mandatory: Yes. Description: Project management has been proven to be the most effective method of delivering products within cost, schedule, and resource constraints. This intensive and hands-on series of courses gives you the skills to ensure your projects are completed on time and on budget while giving the user the product they expect. You will gain a strong working knowledge of the basics of project management and be able to immediately use that knowledge to effectively manage work projects. At the end of the series you will be able to identify and manage the product scope, build a work breakdown structure, create a project plan, create the project budget, define and allocate resources, manage the project development, identify and manage risks, and understand the project procurement process.
- Quiz: Data Analysis with MS Excel V1** (Information Technology): Description: In this quiz, you'll learn to frame business challenges as data questions. You'll use powerful tools and methods such as Excel, Tableau, and MySQL to analyze data, create forecasts and models, design visualizations, and communicate your insights. In the final Capstone Project, you'll apply your skills to explore and justify improvements to a real-world business process.
- Successful Negotiation: Essential Strategies and Skills V1** (Sales): Description: We all negotiate on a daily basis. On a personal level, we negotiate with friends, family, landlords, car sellers and employers, among others. Negotiation is also the key to business success. No business can survive without profitable contracts. Within a company, negotiation skills can lead to your career advancement.

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 trainings and certificates
- Tracking expiration dates and trainings 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 LEARNING COURSES

- Courses from LinkedIn Learning integrated with Learning Catalog

PLAN AND DELIVER TARGETED TRAININGS

- 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 TRAININGS 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.

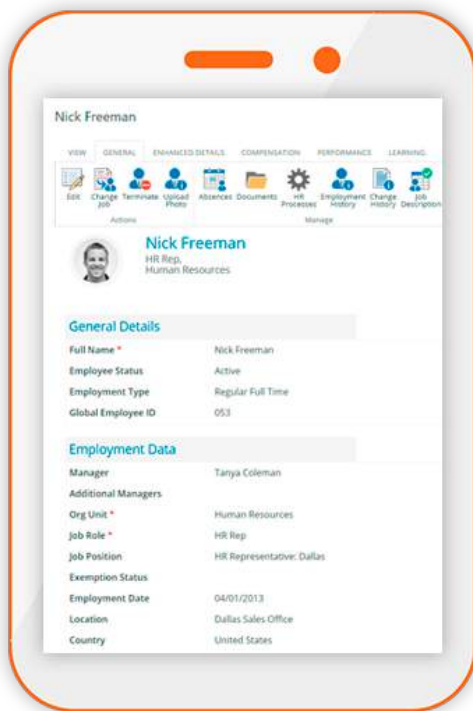
EMPLOYEE

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.

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AWARDS



Preferred

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