

# Training & Certification

## Training Course Details

**Duration and location:** 1-day at 2 Burgage Square, Merchant Gate, Wakefield. The workshop runs from 9.30am until 4.30pm

**Included:** All workshop material, manual, lunch and refreshments.

## Delegate information

### Who should attend?

- System Champions
- HR/Training Management
- Operational Management

### Delegate prerequisites:

- Basic PC Skills including using an internet browser
- Previous attendance of the Introduction to Agility Course

## Why attend?

This workshop will give you the ability to control and record internal and external certifications and qualifications. It will also show you how to restrict non-qualified labour resources from working on specific assets or work orders.

Workshop Content		Time
Module 1	Configuration of Certification Records	1.0
Module 2	Creating Certification Categories and Certificates	1.0
Module 3	Defining and Creating Skill Collections	1.0
Module 4	Assigning Certificates and Skill Collections to Labour Resources	1.0
Module 5	Creating Training Courses	1.0
Module 6	Running Training and Certification Reports	1.0