

## TRAINING PLANNING MADE FLEXIBLE, STRUCTURED AND ERROR-FREE with the *FIS*/Ausbildungsplaner (Training Planner)

### Reduced efforts through digital support

Many different aspects need to be taken into account for training planning: training framework plans of CCI or CC, department capacities, instructor appointments, vocational school or holidays of the trainee. It is a challenge for training managers and instructors to adjust the specified training framework plans to the corporate reality and create the corporate training plan accordingly. It is often quite complicated to keep an overall overview. In most cases, corporate training plans are created in tabular form on the PC. This method leads to the desired result if companies with only a few trainees are concerned. However, with five or more trainees and different apprenticeships, an error-free and tailor-made training planning involves a great deal of effort. Inappropriate planning often leads to changes in resource plans and complicated communication between those involved resulting in misunderstandings and uncertainties concerning the current place of activity of the trainees.

To reduce the efforts of training managers and instructors and avoid misunderstandings, the *FIS*/Ausbildungsplaner solution helps include all aspects of training planning and always provide those involved with up-to-date information. As any important planning information can be called at a central point, the corporate training planning can be made quickly and without errors. This enables the optimal use of operational capacities for the vocational training. Moreover, the trainees know at any time when and where they are deployed.

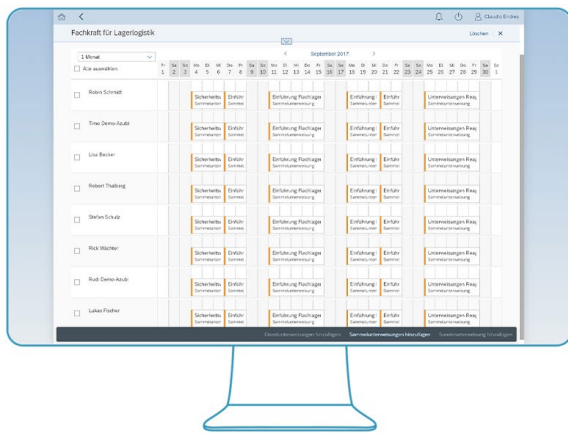
### YOUR BENEFITS

- Less effort for the creation of corporate and individual training plans
- Demonstrable compliance with the stipulated training framework plans
- Always clarity about the current trainees' place of activity
- Optimal distribution of training capacities / no overbooking of departments due to incorrect planning

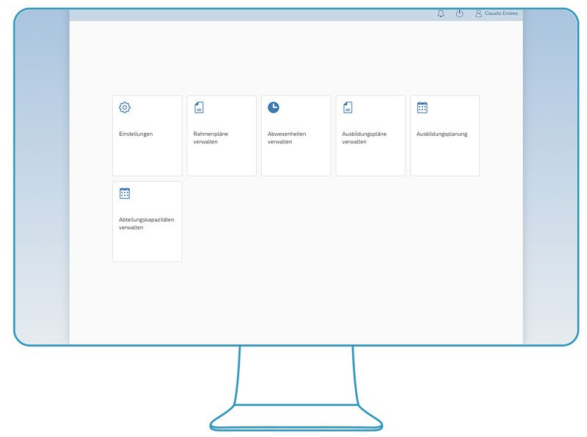
### Step by step towards a corporate training plan

At the beginning of corporate training planning, the available capacities of the individual departments are defined in the mobile application. This ensures that each department is only allocated as many trainees as for whom the coaching can be guaranteed.

Moreover, plannable absences of the trainees, such as school days or holidays, are created in the training planner. This ensures that not only the available capacities in the coaching departments but also the trainees are available at the respective point in time.



Overview of the trainees' activities



Clear operation due to Fiori Launchpad

The training framework plans specified by the responsible CCI or CC will then be included in the system. The framework plans are the basis of any vocational training and, consequently, of the corporate training plans in the *FIS/Ausbildungsplaner* application. The final training contents are based on the combination between training framework plans and operational conditions. In this way, the fulfillment of the external specifications is guaranteed and can be proved at any time.

### Creating structured and error-free corporate training plans

The training plans can be created on the basis of operational capacities and conditions, the trainee attendances and the corresponding training framework plans. To begin with, cross-professional training contents, such as introductions, are planned where most of the trainees are scheduled for the same time. Next, the job-related collective briefings are planned to finally complete each trainee's specific individual training plan. The *FIS/Ausbildungsplaner* application provides the planner with an optimal proposal. At any time, the application automatically checks for incorrect planning, such as the "overbooking" of departments or trainee attendances, and informs the planner accordingly. Digital support enables the creation of corporate training plans in an easy, structured and error-free way, also for a large number of trainees in different training occupations.

### Mobile provision of training plans

Once the planning has been finished, the created training plans will be provided automatically via the mobile application. As a result, both the trainees and the responsible instructors are always informed about the trainees' place of activity. Moreover, it can always be viewed at what time a specific

training content is to be communicated to a specific trainee. The *FIS/Ausbildungsplaner* solution makes the distribution of the training plans as mobile application particularly easy as the training plans can be called digitally anywhere and any time or via a mobile terminal. The provision of the application on the established SAP Business Technology Platform ensures that the data is kept safely in German data centers at any time.

### Continuous digitization of vocational training

With regard to training management, companies also benefit from digitization and the seamless integration of the applications and processes used. Using the *FIS/Ausbildungsplaner* in combination with the digital *FIS/Berichtsheft* (report booklet) offers many advantages: In the digital report booklet, for instance, the report type (company, school, combined) relevant for the respective training period as well as the corresponding department are already selected by default for the trainee. Afterwards, the created report is digitally sent to the responsible instructor so that the reports can quickly be controlled and approved without media changes. Through the digital networking of the training applications, instructors and training supervisors benefit from quick and easy communication. In addition, the digital applications enable a constant overview of the trainees as well as a mobile view of their current place of activity or status of performance.