

# ABRA SUITE™ HUMAN RESOURCES AGENDA

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## Day One – an introduction to Abra Suite™ Human Resources Software

### Goals:

- Navigate through the panels
- Become familiar with basic Abra Suite™ Human Resources concepts

### Objective:

- Learn to navigate the Activity Center
- Learn the concepts of Human Resources' Actions, Processes, Analysis, Reports, Rules, and Panels
- Learn to navigate the Abra Suite™ Online Help

## Day Two – building a Human Resources Company

### Goals:

- Learn the concepts and code tables in Abra Suite™ Human Resources
- Build a Human Resources Company

### Objective:

- Build an employer database
- Build all needed Code Tables
- Add employees
- Add, edit, and delete data
- Test your results with management reports

## Day Three – Review, Challenges, and Troubleshooting

### Goals:

- Review all concepts from Day One and Day Two
- Build your own Human Resources Company

### Objective:

- Review – challenges/solutions
- Build your own Human Resources Company
- Review common problems and troubleshooting procedures
- Review support options

Note: All sessions are “hands-on” with one person to a computer. Participants are coached through a series of exercises. All participants work at their own pace. Training manuals are provided.

Refreshments and lunch are provided