

Training Analysis Reports

Training Analysis reports allow you to track course fees and expenses, class attendance, class utilization, and class ratings.

Training Analysis reports include:

- [Class Attendance Summary](#)
- [Class Financial Summary](#)
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Class Attendance Summary

The Class Attendance report summarizes the attendance totals for all classes offered over a period of time, grouped by course code. The report also includes the percentage of people that did not show up for class, the percentage that canceled and the percentage of available class space that was used.

ZSI/ABC SYSTEMS, INC					
Class Attendance Summary					
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COURSE	Access for Windows-Advanc	CREDITS	0.00	SESSIONS	1
CODE	ACCESS 3	CEU	0.00	HOURS	7.00
TYPE	OPSEMINAR				
ATTENDANCE TOTALS	Number of Classes	1		Average Attendance	7.00
	Total Attendance	7		Average Capacity	16.00
	No Shows	0 (0.0%)		Utilization	43.8%
	Cancellations	0 (0.0%)			
RATING DISTRIBUTION	Outstanding	1 (100.0%)			
	Exceeds Expectations	0 (0.0%)			
	Meets Expectations	0 (0.0%)			
	Below Expectations	0 (0.0%)			
	Unsatisfactory	0 (0.0%)			
	Other Ratings	0 (0.0%)			
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COURSE	Access for Windows-Interm	CREDITS	0.00	SESSIONS	1
CODE	ACCESS 2	CEU	0.00	HOURS	7.00
TYPE	OPSEMINAR				
ATTENDANCE TOTALS	Number of Classes	2		Average Attendance	2.50
	Total Attendance	5		Average Capacity	16.00
	No Shows	0 (0.0%)		Utilization	15.6%
	Cancellations	0 (0.0%)			
RATING DISTRIBUTION	Outstanding	2 (100.0%)			
	Exceeds Expectations	0 (0.0%)			
	Meets Expectations	0 (0.0%)			
	Below Expectations	0 (0.0%)			
	Unsatisfactory	0 (0.0%)			
	Other Ratings	0 (0.0%)			
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COURSE	Access for Windows-Intro	CREDITS	0.00	SESSIONS	1
CODE	ACCESS 1	CEU	0.00	HOURS	7.00
TYPE	OPSEMINAR				
ATTENDANCE TOTALS	Number of Classes	2		Average Attendance	2.00
	Total Attendance	4		Average Capacity	16.00
	No Shows	0 (0.0%)		Utilization	12.5%
	Cancellations	0 (0.0%)			
RATING DISTRIBUTION	Outstanding	2 (100.0%)			
	Exceeds Expectations	0 (0.0%)			
	Meets Expectations	0 (0.0%)			
	Below Expectations	0 (0.0%)			
	Unsatisfactory	0 (0.0%)			
	Other Ratings	0 (0.0%)			
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Class Financial Summary

This report summarizes financial information for all classes offered over a period of time. Only classes with a status of completed are included in the report. The report compares budgeted costs with actual costs and total fees with actual costs. The Cost Per Student represents the additional cost per student (beyond fixed costs) and is calculated by subtracting the Average Fixed Costs from the Average Actual Costs and dividing by the Average Attendance. The Breakeven Fee is an estimate of the fee that should be charged to recover the total class costs and is calculated by dividing the Average Fixed Costs by the Average Attendance and adding the Cost Per Student.

ZSI/ABC SYSTEMS, INC					
Class Financial Summary					
COURSE Access for Windows-Advanc		SESSIONS 1	COURSE FEE 125.00		
CODE ACCESS 3		HOURS 7.00	OTHER FEES 0.00		
TYPE OPSEMINAR					
CLASS TOTALS	Classes Completed 1		Average Attendance 7.0		
	Total Budgeted Costs \$0.00		Average Budgeted \$0.00		
	Total Actual Costs 0.00		Average Actual 0.00		
	Difference \$0.00		Average Difference \$0.00		
	Total Fixed Costs \$0.00		Average Fixed Costs \$0.00		
	Total Course Fees \$875.00		Average Course Fees \$875.00		
	Total Other Fees 0.00		Average Other Fees 0.00		
	Total Actual Costs 0.00		Average Actual 0.00		
	Total Income \$875.00		Average Income \$875.00		
	Cost Per Student \$ 0.00				
	Breakeven Fee \$ 0.00				
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COURSE Access for Windows-Interm		SESSIONS 1	COURSE FEE 125.00		
CODE ACCESS 2		HOURS 7.00	OTHER FEES 0.00		
TYPE OPSEMINAR					
CLASS TOTALS	Classes Completed 2		Average Attendance 2.5		
	Total Budgeted Costs \$0.00		Average Budgeted \$0.00		
	Total Actual Costs 0.00		Average Actual 0.00		
	Difference \$0.00		Average Difference \$0.00		
	Total Fixed Costs \$0.00		Average Fixed Costs \$0.00		
	Total Course Fees \$625.00		Average Course Fees \$312.50		
	Total Other Fees 0.00		Average Other Fees 0.00		
	Total Actual Costs 0.00		Average Actual 0.00		
	Total Income \$625.00		Average Income \$312.50		
	Cost Per Student \$ 0.00				
	Breakeven Fee \$ 0.00				
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Expenses by Course

The Expenses by Course report shows the expenses for all courses taken over a period of time, grouped by course code. You can choose to print just the total expenses for each course code or you can print the records for each course taken during the specified period, as in the example below. You can select to include employees with a particular enrollment status.

ZSI/ABC SYSTEMS, INC							
Expenses by Course							
COURSE		BCLS-C Initial Certifictn		CREDITS		0.00	
CODE		BCLS INIT		CEU		0.00	
TYPE		3rd Party Seminar					
CERTIFICATION		Initial CPR Certification					
START DATE	END DATE	EMPLOYEE NAME	EMPLOYEE ID	STATUS	HOURS	COURSE FEE	OTHER FEES
01/03/2007	01/03/2007	Smiley, Sally S	116	COMP	8.00	7.20	0.00
01/03/2007	01/03/2007	Hatfield, Carolyn N	117	COMP	8.00	7.20	0.00
01/03/2007	01/03/2007	Eagle, James J	131	COMP	8.00	7.20	0.00
01/03/2007	01/03/2007	White, Stacy R	137	COMP	8.00	7.20	0.00
01/03/2007	01/03/2007	Colombo, Adam N	148	COMP	8.00	7.20	0.00
01/03/2007	01/03/2007	Christian, Donna N	149	COMP	8.00	7.20	0.00
Total Courses		6		Total Course Fees		43.20	
Total Hours		48.00		Total Other Fees		0.00	
COURSE		Workplace Diversity		CREDITS		0.00	
CODE		DIVERSITY		CEU		0.00	
TYPE		Video tape					
CERTIFICATION		Workplace Diversity					
START DATE	END DATE	EMPLOYEE NAME	EMPLOYEE ID	STATUS	HOURS	COURSE FEE	OTHER FEES
03/23/2007	03/23/2007	DeWitt, Deana Sue	125	ENROLL	0.45	0.00	0.00
03/23/2007	03/23/2007	Finn, Gail S	126	ENROLL	0.45	0.00	0.00
03/23/2007	03/23/2007	Goldstein, Alicia T	128	ENROLL	0.45	0.00	0.00
03/23/2007	03/23/2007	Eagle, James J	131	ENROLL	0.45	0.00	0.00
03/23/2007	03/23/2007	Garcia, CPP, Tom T	133	ENROLL	0.45	0.00	0.00
03/23/2007	03/23/2007	Chin, Nora C	147	ENROLL	0.45	0.00	0.00
03/23/2007	03/23/2007	Colombo, Adam N	148	ENROLL	0.45	0.00	0.00
03/23/2007	03/23/2007	Dodge, CPA, Tom P	201	ENROLL	0.45	0.00	0.00
03/23/2007	03/23/2007	Darkwolf, Duke H	203	ENROLL	0.45	0.00	0.00
Total Courses		9		Total Course Fees		0.00	
Total Hours		4.05		Total Other Fees		0.00	
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Expenses by Job Title

The Expenses by Job Title report shows the expenses for all courses taken over a period of time, grouped by job title. You can choose to print just the total expenses for each job title or you can print the records for each course taken during the specified period, as in the example below. You can select to include employees with a particular enrollment status.

Z-Systems, Inc.									
Expenses by Job Title									
JOB TITLE Assembler II JOB CODE ASSEMB									
START DATE	END DATE	EMPLOYEE NAME	EMPLOYEE ID	COURSE	STATUS	HOURS	COURSE FEE	OTHER FEES	
03/23/2007	03/23/2007	DeWitt, Deana Sue	125	DIVERSITY	ENROLL	0.45	0.00	0.00	
Total Courses		1	Total Course Fees		0.00	Total Other Fees		0.00	
Total Hours		0.45	Total Other Fees		0.00				
JOB TITLE Cost Accounting JOB CODE CSTACC EMPLOYER ZSI/ABC SYSTEMS, INC									
START DATE	END DATE	EMPLOYEE NAME	EMPLOYEE ID	COURSE	STATUS	HOURS	COURSE FEE	OTHER FEES	
03/23/2007	03/23/2007	Garcia, CPP, Tom T	133	DIVERSITY	ENROLL	0.45	0.00	0.00	
Total Courses		1	Total Course Fees		0.00	Total Other Fees		0.00	
Total Hours		0.45	Total Other Fees		0.00				
JOB TITLE G/ledger Acctg JOB CODE GLACCT EMPLOYER ZSI/ABC SYSTEMS, INC									
START DATE	END DATE	EMPLOYEE NAME	EMPLOYEE ID	COURSE	STATUS	HOURS	COURSE FEE	OTHER FEES	
03/23/2007	03/23/2007	Dodge, CPA, Tom P	201	DIVERSITY	ENROLL	0.45	0.00	0.00	
Total Courses		1	Total Course Fees		0.00	Total Other Fees		0.00	
Total Hours		0.45	Total Other Fees		0.00				
JOB TITLE Line Supervisor JOB CODE LINESUP EMPLOYER ZSI/ABC SYSTEMS, INC									
START DATE	END DATE	EMPLOYEE NAME	EMPLOYEE ID	COURSE	STATUS	HOURS	COURSE FEE	OTHER FEES	
03/23/2007	03/23/2007	Colombo, Adam N	148	DIVERSITY	ENROLL	0.45	0.00	0.00	
01/03/2007	01/03/2007	Colombo, Adam N	148	BCLS INIT	COMP	8.00	7.20	0.00	
Total Courses		2	Total Course Fees		7.20	Total Other Fees		0.00	
Total Hours		8.45	Total Other Fees		0.00				

Expenses by Organizational Level

The Expenses by Org Level report shows the expenses for all courses taken over a period of time, grouped by organization level. You can choose to print just the total expenses for each organization level or you can print the records for each course taken during the specified period, as in the example below. You can select to include employees with a particular enrollment status.

Z-Systems, Inc.									
Expenses by Org Level									
DIVISION Engineering DEPARTMENT Hardware LOCATION Headquarters									
START DATE	END DATE	EMPLOYEE NAME	EMPLOYEE ID	COURSE	STATUS	HOURS	COURSE FEE	OTHER FEES	
03/23/2007	03/23/2007	Darkwolf, Duke H	203	DIVERSITY	ENROLL	0.45	0.00	0.00	
TOTALS FOR DIVISION		Engineering							
DEPARTMENT		Hardware							
LOCATION		Headquarters							
Total Courses		1	Total Hours		0.45	Total Course Fees		0.00	Total Other Fees 0.00
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TOTALS FOR DIVISION Engineering DEPARTMENT Hardware									
Total Courses		1	Total Hours		0.45	Total Course Fees		0.00	Total Other Fees 0.00
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TOTALS FOR DIVISION Engineering Total Courses 1 Total Hours 0.45 Total Course Fees 0.00 Total Other Fees 0.00									
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EMPLOYER ZSI/ABC SYSTEMS, INC DIVISION Finance DEPARTMENT Accounting LOCATION Headquarters									
START DATE	END DATE	EMPLOYEE NAME	EMPLOYEE ID	COURSE	STATUS	HOURS	COURSE FEE	OTHER FEES	
03/23/2007	03/23/2007	Finn, Gail S	126	DIVERSITY	ENROLL	0.45	0.00	0.00	
03/23/2007	03/23/2007	Garcia, CPP, Tom T	133	DIVERSITY	ENROLL	0.45	0.00	0.00	
03/23/2007	03/23/2007	Dodge, CPA, Tom P	201	DIVERSITY	ENROLL	0.45	0.00	0.00	
TOTALS FOR DIVISION		Finance							
DEPARTMENT		Accounting							
LOCATION		Headquarters							
Total Courses		3	Total Hours		1.35	Total Course Fees		0.00	Total Other Fees 0.00
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Training Exception Report

Use the Training Exception report to determine which employees need training. The report lists all employees that need to take a specific course or specific courses and is sorted by course code. You can select to sort employees by name or by priority, in which case employees to whom the course is most important and who need to complete it the soonest are listed first. You can also select to include employees who are already scheduled to take the course.

ZSI/ABC SYSTEMS, INC									
Training Exception Report									
COURSE Access for Windows-Intro		CREDITS 0.00		SESSIONS 1					
CODE ACCESS 1		CEU 0.00		HOURS 7.00					
TYPE 3rd Party Seminar									
CERTIFICATION									
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE	DIVISION	JOB REL	APPROVED	PRI	COMPLETE BY	STATUS	
Finn, Gail S	126	Secretary II	FINANCE	Yes	07/01/1997	2	12/31/2008		
Garcia, CPP, TomT	133	Cost Accounting	FINANCE	Yes	07/01/1997	2	12/31/2008		
Total Employees		2							
COURSE BCLS-C Recertification									
CODE BCLS RECER		CREDITS 0.00		SESSIONS 1					
TYPE 3rd Party Seminar		CEU 0.00		HOURS 4.00					
CERTIFICATION Renewal CPR Certification									
PREREQUISITES BCLS INIT									
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE	DIVISION	JOB REL	APPROVED	PRI	COMPLETE BY	STATUS	
Anderson, Cornelia B	121	Machine Oper III	OPERATIONS	Yes		1	12/31/2008		
Anderson, Rebecca A	140	Machine Oper I	OPERATIONS	Yes		1	12/31/2008		
Bandana, Pepper S	105	Machine Oper III	OPERATIONS	Yes		1	12/31/2008		
Bicknire, James S	132	Technician II	ENGINEERIN	Yes		1	12/31/2008		
Rodriguez, Richard N	113	Raw Materials Buy	OPERATIONS	Yes		1	12/31/2008		
Smith, Nancy S	139	Recruiter	CORP	Yes		1	12/31/2008		
Smith, Zabrina S	104	Assembly Line Ins	OPERATIONS	Yes		1	12/31/2008		
Total Employees		7							
COURSE BLDR Commit thru Communic									
CODE BLDR COMM		CREDITS 0.00		SESSIONS 1					
TYPE 3rd Party Seminar		CEU 0.00		HOURS 6.00					
CERTIFICATION Basic Leadership Series									
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE	DIVISION	JOB REL	APPROVED	PRI	COMPLETE BY	STATUS	
Brown, Virgil L	106	Manager,	ENGINEERIN	Yes		3	12/31/2008		
Colombo, Adam N	148	Line Supervisor	OPERATIONS	Yes		2	12/31/2008		
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Training History by Course

The Training History by Course report provides a list of all employees that have completed a specific course or are scheduled to complete a course. You can also select to include a number of courses, in which case the report is sorted by course code and all employees that have completed the course are grouped together. You can select to include employees with a particular enrollment status. If an employee's status in a course is Completed, their grade (if any) appears in the Grade column; otherwise, their enrollment status appears. You can also select a specific date range.

ZSI/ABC SYSTEMS, INC						
Training History by Course						
COURSE	BCLS-C Initial Certifictn		CREDITS	0.00	SESSIONS	1
CODE	BCLS INIT		CEU	0.00	HOURS	8.00
TYPE	3rd Party Seminar					
CERTIFICATION	Initial CPR Certification					
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE	DIVISION	DEPARTMENT	END DATE	JOB REL. GRADE
Christian, Donna N	149	Machine Oper I	OPERATIONS	MAN	01/03/2007	Yes
Colombo, Adam N	148	Line Supervisor	OPERATIONS	MAN	01/03/2007	Yes
Eagle, James J	131	Manager,	OPERATIONS	MAN	01/03/2007	Yes
Hatfield, Carolyn N	117	Machine Oper II	OPERATIONS	MAN	01/03/2007	Yes
Smiley, Sally S	116	Machine Oper I	OPERATIONS	MAN	01/03/2007	Yes
White, Stacy R	137	Machine Oper II	OPERATIONS	MAN	01/03/2007	Yes
Total Employees	6					
Completed	6					

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