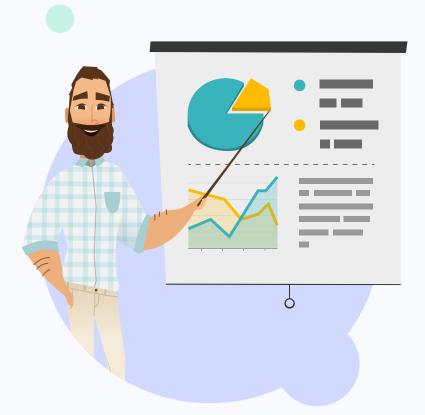# Upskill in enableHR

Bespoke training options for your business

www.enableHR.com.au | training@enableHR.com

We're here to help you

Whether you're brand-new to the enableHR family or you're an existing client, if you or someone in your team is looking for additional training to help you get the most out of enableHR, we want you to know that we're here to support you!

We know that when it comes to learning, everyone is different, and we all learn at our own pace – some people are natural whizzes, while others need some extra help. There's no right or wrong way to learn and, we want to see your team succeed and find their confidence when using enableHR.

If your business is looking for additional support, we offer exclusive one-on-one training with our enableHR training gurus to further educate individuals in your team or fast-track the setup of your account. And the best part; all of our training is completed online with one of our training experts.

To ensure our clients receive the best outcomes, we offer two training levels:

1 Training for Account Administrators and HR Personnel.

2 Training for Line Managers.

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Training for Account Administrators and HR Personnel

Training package 1: Set up and administration basics

Time: 3 hours
Cost: $885 +GST
Training modules:

→ Introduction to enableHR.
→ System administration.
→ enableHR – learning the basics.
→ Employee Self-Service (eSS).

Training package 2: Set up and administration advanced

Time: 3 hours
Cost: $885 +GST
Training modules:

→ Training and qualifications.
→ Online performance reviews.
→ Work Health & Safety (WHS).
→ Reporting.
→ Employee lifecycle – pre-employment and induction.

Training package 3: Set up and administration – consultation and bespoke launch plan

Time: 1-2 hours
Cost: $350 - $700 +GST
Training modules:
Bespoke consultation about the best way for you to setup enableHR and eSS, and the areas you should focus on to meet your immediate business needs.

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Training for Line Managers

Training package 1: enableHR management basics

Time: 2 hours
Cost: $590 ^{+GST}
Training modules:

→ Introduction to enableHR.
→ enableHR learning the basics.
→ Employee Self-Service (eSS).

Training package 2: enableHR management advanced

Time: 2 hours
Cost: $590 ^{+GST}
Training modules:

→ Employee lifecycle checklists.
→ Training and qualifications.
→ Online performance reviews.
→ Work Health & Safety (WHS).

Please note: this package doesn't cover administration set up of these areas.

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Pick and choose from our individual training modules

While our packages provide the best value, if you only need training on certain topics, feel free to pick and choose from the individual training modules below. Please note that if you bundle the individual modules together rather than the pre-packed options, there may be an overlap in topics. Each individual training module is priced at $295 + GST per hour.

System administration for Account Administrators and HR Personnel

Time: 1 hour

Learn how to navigate around enableHR and get your admin settings set up to ensure you have correct user access for all of your line managers. We will cover how to control security settings of management users to control <u>who</u> and <u>what</u> they can see in enableHR. In addition, we will cover some basic admin settings including branding and communication for your account.

Learning the basics for Account Administrators and HR Personnel or Line Managers

Time: 1.5 hours (or 1 hour when added to *System administration*)

We will cover the basics of how to use enableHR. Some of the topics covered in this training module will include an overview and details of an employee file, how to generate and complete a checklist, and how to communicate with employees via the platform.

Training and qualifications (T&Q) for Administration for Account Administrators and HR Personnel

Time: 30 minutes

This session will outline how to use the Training and Qualifications module inside of enableHR including creating competencies and how to track and manage the competencies of employees.

Online performance reviews (OPR) for Administration and Process for Account Administrators and HR Personnel

Time: 1 hour

Streamline how you conduct employee performance reviews using enableHR's Online Performance Review module. From setting up key result areas to recording your employees' professional development objectives, these are just some of the topics we will cover in this session.

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Employee Self-Service (eSS) for Account Administrators and HR Personnel or Line Managers

Time: 1 hour (30 minutes when added to *enableHR – learning the basics*)

Empower your employees to manage the basics of HR admin. From changing their personal details and acknowledging a document or policy to adding their objectives and development goals and adding a hazard or incident in the WHS module.

Work Health & Safety (WHS) for Account Administrators and HR Personnel

Time: 1 hour (30 minutes when added to *enableHR – learning the basics*)

Lead, manage and engage your workforce on Workplace Health & Safety using our WHS module. From hazard and incident management and creating and storing WHS documents to return to work and injury management and more.

Employee Lifecycle – Pre-Employment and Induction for Account Administrators and HR Personnel or Line Managers

Time: 1 hour

Use our checklists inside of enableHR to assist you with all HR processes in relation to onboarding new employees.

Reporting for Account Administrators and HR Personnel

Time: 30 minutes

Like any part of your business, your HR has to be strategic. enableHR has a reporting feature that gives you the data you need, when you need it, so you can make those smart decisions that help your business grow. Knowledge is power. Learn how to use our suite of data-rich reports.

Consultation and bespoke launch plan for Account Administrators and HR Personnel

Time: 1 - 2 hours

Bespoke consultation about the best way for you to setup enableHR and eSS, and the areas you should focus on to meet your immediate business needs.

Ready to start your enableHR training journey?

Get in touch with us and let's make this happen!

Email: training@enableHR.com

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enableHR is a company within FCB.