

TRAINING



OMNIFORM

DIGITAL PLATFORMS

**Omniform Software**



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# Training

*"Give me six hours to chop down a tree  
and I will spend the first four sharpening  
the axe."  
- Abraham Lincoln*

No two companies achieve the same result in the exact same manner, whether it be shipping a parcel or manufacturing a vehicle.

Each company has its own unique processes, requirements and values that are not interchangeable with a different company.

This dynamic leads to what is commonly referred to as on the job training. An employee starts working but will only truly start adding value to the company after a certain period that usually depends on the nature of the position.

Neither experience nor qualifications can circumvent on the job training mostly due to the before mentioned unique nature of each companies' processes.

At Omniform we believe on the job training is essential BUT it should be done before employment.

This allows for new recruits to be assessed before placement, allowing the company to generate the required skilled backup pools as well as placing the right person on the right task from the beginning and not having to go through the arduous process of trying to fit the new recruit into a process they are not suited to or worse having to end the employment contract, wasting both time and money and possibly resulting in arbitration.



**CERTIFIED TRAINING**



**BENEFITS**



**SKILLS MATRIX**



**LICENCE & MEDICALS**



**COMPANY SPECIFIC**

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## Certified Training



Not only is training good for productivity  
there are also many incentive plans to encourage training

### Skills development

Recognized skills development training in-line with Sector Education Training Authority (SETA)

### Career pathing

Developing and broadening employee skill set in order to meet set out criteria for promotion.

### Skills Pools

Cloud-based access to employees with relevant skills and qualifications that the employer might require.

### Recruitment

Locating employees with the required skill set in the Omniform database

## Benefits



### BEE

Management of BEE benefits relating to training

### SDL

Management of BEE benefits relating to training

### BCM

Monthly meeting relating to performance as well as future state initiatives.

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## Skills Matrix



Multiskilling employees carry important benefits to any work environment allowing employees to have access to multiple skillsets through one asset.

This can be used to offset absenteeism and also allow for employees to be moved around in order to accommodate influx work in certain sectors.

## Licence and Medicals



### Licences

- 1st time Training and refresher courses
- Compliance administration
- Expiration management

### Medical assessments

- Medical assessments per job requirement
- Compliance administration
- Expiration management



Skills matrix's are great for growing an employee within a company as well as creating a unbiased basis for promotion

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## Company Specific



### **Standard Operating Procedure**

SOP's are drawn up as a verbatim representation of what steps the employee must follow in order to perform the task(s) assigned to them, it is vital that these SOP's form the basis of what an employee does and does not do in order for proper process management to be possible.

### **Key Performance Indicator**

A Key Performance Indicator clarifies the requirement from the company to the employee, giving clear markers as to what is expected of the employee as well as when the employee is not performing to the company's satisfaction.

### **Job-specific training (theoretical and practical)**

A Standard operating procedure (SOP) per job specification forms the basis of training, familiarizing the employee through theoretical training and later practically going through the SOP on site prepares the employee thoroughly for when he/she is required to attend for duty. At the completion of training the trainee is required to sign off on both the SOP and KPI of the tasks that they have undergone training on.



the basis for any productivity related dismissal or retrenchment is being able to prove that the employee was trained and that further training was given related to his day to day work.

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